

To,

Name : Meet Vachhani

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Meet Vachhani,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sayan Mondal

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sayan Mondal,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Pratheek K
19, flat 5, 2nd floor Ganesh Mansion, 1st cross Kothnurdinne main road
Bengaluru
560078
IN

Dear Pratheek,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Prod Compliance Sr. Associate** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Oct-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **Prod Compliance Sr. Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**453,100** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer`s and the employee`s provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 With effect from 08/15/2022, this agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:

a) Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;

b) Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.

It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee. You are being offered this position at Job Level 3, which corresponds to a 1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

months' notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:NANDURI VENKAT SATISH CHANDER
Date: 2022.10.10 20:55:17 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

asteria
aerospace

AA/HR/IL/2022-2023/042

OFFER OF INTERNSHIP

Dear Nandhan M,

I am very pleased to be able to extend you an offer for the position of Intern - Flight Operations with Asteria Aerospace Limited.! The details of your position are outlined below.

Title: Intern - Flight Operations

Department: Enterprise Solutions

Reporting Relationship: The position will report to Abhiman S Jois, Project Manager

Position Responsibilities: Primary job responsibilities of the position will be:

Coordinates and actively participates in ground and flight operations efforts including quality check, execution, and safety • Conducts drone flights of assigned UAV(s) • Expected to work in a safe manner in accordance with established operating procedures and practices • Other duties as assigned or required.

You will work closely with your reporting manager and assigned mentor to complete the above activities.

Compensation: You will be paid a stipend of Rs.20000/- per month for the period of your internship at Asteria.

All compensation amounts are subject to government of India taxation rules.

Internship Period: 01-07-2022 to 01-01-2023

Location: The position will be based in Bangalore, address of which is given below:

Asteria Aerospace Limited
(Formerly Asteria Aerospace Private Limited)
2nd & 3rd Floor, Tellus Spaces, Khata No. 58/2782/7, Yelahanka New Town, Bengaluru, Karnataka, India, 560064
T: +91 80 29902344 | F: +91 80 29902345 | E: info@asteria.co.in | W: www.asteria.co.in
CIN: U74999KA2011PLC110878

Scanned by TapScanner

asteria
aerospace

3rd Floor, Tellus Spaces, RWF West Colony, Yelahanka New Town, Bengaluru, Karnataka 560106

Working Hours: The working hours of your position will be 9.30 am – 6.30 pm, Monday through Friday, or as mutually agreed with the company.

Holidays: Public holidays will be given to you as per company holiday schedule.

Vacation: Asteria follows a flexible working schedule and does not allot a fixed number of vacation hours. Vacation can be availed as per mutual agreement between you and the company.

Conditions of Employment: Your offer is contingent upon your signing the attached Conditions of Employment (Asteria Aerospace Conditions of Employment) prior to the start date.

You acknowledge that this offer letter, along with the attached Conditions of Employment, represents the entire agreement between you and Asteria Aerospace and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Asteria Aerospace. Any subsequent change or changes in employee duties, salary or compensation will not affect the validity or scope of this agreement.

You are required to furnish the certified copies of the following documents with their originals at the date of joining for our records.

1. Certificate for Age Proof
2. Educational Certificates
3. Copy of ID and Address Proof
4. Passport Size Photograph

Signatures:

Scanned by TapScanner

asteria
aerospace

Nandhan M

20 Jun 2022

For Asteria Aerospace Limited.

Shahista
Senior Manager - Human Resources
20 Jun 2022

Asteria Aerospace Limited
(Formerly Asteria Aerospace Private Limited)
2nd & 3rd Floor, Tellus Spaces, Khata No. 58/2782/7, Yelahanka New Town, Bengaluru, Karnataka, India, 560064
T: +91 80 29902344 | F: +91 80 29902345 | E: info@asteria.co.in | W: www.asteria.co.in
CIN: U74999KA2011PLC110878

Scanned by TapScanner

asteria
aerospace

Name: Nandhan M

Address: _____

CONDITIONS OF EMPLOYMENT - INTERNSHIP

Your signature below indicates your acceptance of the following conditions of your employment with Asteria Aerospace Private Limited (hereinafter referred to as the "Company") for an internship.

1. Company Policies and Procedures

I agree that my employment shall be in accordance with and subject to all Company policies, rules and regulations as promulgated and modified from time to time. I understand that changes in these policies, rules and regulations, for example, in the type of work, work hours, shifts, days off etc. may be made at the discretion of the Company from time to time.

2. Duties

I agree that I will perform my duties honestly, faithfully, diligently and efficiently for the growth of the Company and will extend full co-operation and make vigorous efforts to achieve the desired objectives and responsibilities assigned to me from time to time including, without limitation, to discharge any duties assigned to me on behalf of the Company.

I understand that the scope of my duties is not circumscribed or limited by my designation and that I may be allotted any other duties from time to time as may be deemed necessary by the Company.

3. Non - Disclosure

(a) *Protection of Company's Rights; Non-disclosure* - at all times during the course of my employment with the Company (irrespective of the commencement date of any corresponding agreement) and thereafter, I will hold in strictest confidence and will not disclose to any person or entity, use, lecture upon, or publish or permit to use or publish any of the Company's Proprietary Information, except as such disclosure, use or publication may be necessary to perform my duties to the Company, or unless the Board of Directors of the Company expressly authorizes such in writing. Without limiting the foregoing, I will obtain the Company's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at the Company and/or

Scanned by TapScanner

asteria
aerospace

incorporates any Proprietary Information. I hereby agree and declare that all Proprietary Information, including Inventions and Proprietary Rights *(both as defined below)* are, and shall be the sole property of the Company.

(b) *Proprietary Information* - for the purposes of this Agreement, "Proprietary Information" means any and all knowledge, data and/or information, whether written, verbal, or in any other form or media, owned or held by or related to, the Company and its business, including without limitation, knowledge, data and/or information created, conceived and/or reduced to practice by me, either alone or jointly with others, in the course of my employment with the Company. By way of illustration but not limitation, "Proprietary Information" includes:

i. trade secrets, know how, inventions, mask works, ideas, processes, designs, formulas, software, hardware, firmware, including without limitation, source and object codes, other works of authorship, know-how, improvements, modifications, enhancements, discoveries, developments, documentation, designs, methods and techniques, information regarding algorithms, analyses, all derivatives, improvements and enhancements to the Company's technology which are created or developed by me while an employee of the Company or while otherwise providing services or engaging with the Company irrespective of the commencement date of my employment, to the Company, excluding Prior Inventions as defined in Section 2.2 (the "*Inventions*"); and

ii. information concerning plans for research, development or future research, development of planned and/or new products, marketing and sales, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers, business developments, the existence, scope or activities of any research, development, manufacturing, marketing or other projects; and

iii. the terms of my employment including, without limitation, the terms and conditions of this Agreement and information concerning the skills and compensation of other employees or consultants of the Company and its customers, suppliers, licensors, licensees, business partners and/or affiliates.

Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally known to the public in the trade or industry, which is not gained as a result of a breach of this Agreement, to whatever extent and in whichever way I wish; provided that such information is not in any way competitive or likely to be competing with the Company's business as currently conducted and as may be conducted in the future.

(c) *No improper use of information of prior employers and others* - during the course of my employment with the Company, I will not improperly use or disclose any confidential or proprietary information or trade secrets, if any, of any former employer or any other person or entity to whom I have an obligation of confidentiality, and I will not bring onto the premises of the Company any unpublished documents or any property belonging to any former employer or any other person or entity to whom I have an obligation of confidentiality unless consented to in writing by that

Scanned by TapScanner

asteria
aerospace

former employer, person or entity.

4. Assignment of Work Products

a) *Proprietary Rights* - for the purposes of this Agreement, "Proprietary Rights" shall mean any and all intellectual property rights, including without limitation, trade secrets, copyrights, trademarks, trade dress, designs, patents and other rights subsisting throughout the world in Proprietary Information, including in Inventions, which may exist or come into existence now or in the future.

b) *Prior Inventions* - Inventions, if any, patented or unpatented, which I made prior to the commencement of my employment with the Company ("*Prior Inventions*") are listed in **Annexure A** hereto and are excluded from the scope of this Agreement. If, in the course of my employment with the Company, I incorporate a Prior Invention into a Company product, process or machine, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, transferable, worldwide license (with rights to sublicense through multiple tiers of sub licensees) to make, have made, modify, use, sell and otherwise exploit such Prior Invention.

c) *Assignment of Work Products* - I undertake to promptly disclose to the Company, or any persons designated by it, all Work Products. For the purposes of this Agreement, "Work Product" shall mean all Inventions and Proprietary Information and any and all Proprietary Rights therein or based thereon, whether or not patentable or copyrightable or otherwise registerable or protectable, which are created, conceived or reduced to practice by me, either alone or jointly with others, in the course of my employment with the Company.

d) In consideration of my employment with the Company and my salary and other benefits to which I am entitled to as an employee, I hereby absolutely and irrevocably assign and transfer unto the Company all rights, title and interests in and to the Work Products in perpetuity, throughout the world, as and when any such Work Product is first created or conceived and when first reduced to practice or first fixed in a tangible medium, as applicable. I hereby forever waive and agree to never assert any and all moral rights that I may have in or with respect to any of the Work Product and undertakes to not initiate any legal proceedings to enforce any such moral rights against the Company.

e) I hereby undertake to take all actions and execute all documents or instruments, give all assistance and do all acts and things as may be requested by the Company at any time, to perfect and protect its title, rights and interests in and to the Work Product, including any documents required to be registered in the Company's name, or record the assignment of all Work Products to the Company with the Intellectual Property Offices in India or any other relevant authority anywhere in the world. I further agree that, with respect to all Work Products and other matters concerning my employment with the Company that may result in publishable material, all such publication rights shall belong

Scanned by TapScanner

asteria
aerospace

exclusively to the Company.

5. Records & Return of Company Documents

I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings, memoranda, specifications, devices, formulas, developments, documents and in any other form that may be required by the Company) of all Proprietary Information, including Inventions made by me during the entire period of my engagement with the Company, which records shall be available to and remain the sole property of the Company at all times. Upon the earlier of the termination of my employment with the Company or the Company's first request, I will deliver to the Company any and all such records, together with all copies thereof, and any other material containing or disclosing any Inventions or Proprietary Information which shall be in my possession or control at the time of termination of my employment or the Company's request.

6. Company Property

I agree that all documents or other things coming into my possession, custody or control by virtue of my employment (except those documents or other things directed to me as an employee for my personal use and identified by the Company as such) are the property of the Company (or the Government or the Company's customers, as the case may be) and all of such property in my possession, custody or control at the time of termination of my employment will be delivered to the Company.

The Company at any time during employment shall have the right to demand the return of any or all of the Company's properties provided to me and on such demand being made, I shall return to the Company any or all the properties of the Company provided to me forthwith.

7. Non-Competition

I agree that during the term of my employment and for a period of 1 (one) year following the termination of my employment, I will not approach the Company's current/prospective customers, clients, contacts, vendors, partners and other affiliates of the Company or other persons or entities introduced to me in my capacity as a representative of the Company for the purposes of soliciting business of such persons or entities and I will not interfere with the business relationship between the Company and such persons and/or entities.

Scanned by TapScanner

asteria
aerospace

8. Freelancing

I agree that during the working hours at the Company, I shall not engage myself in any freelancing activity/work and I shall not utilize any Company property or resources for any freelance work. Also, I shall not solicit other Company employees in any freelancing activities. I also agree that any of my freelance activity will not in any manner hamper my work and obligations to the Company.

9. Reimbursement

I agree to reimburse the Company for any indebtedness it may incur as a result of my failing to timely meet my obligations or for any debt I owe the Company. To satisfy such indebtedness, if requested I agree to sign an appropriate authorization consistent with applicable laws allowing the Company to deduct from any or all portions of my salary or wages, reimbursable expenses, termination or severance payments, or any other income due to me from the Company upon my termination.

10. At-Will Employment & Termination

I understand that my employment of internship with the Company can be terminated with or without cause at any time, either by myself or by the Company, with a 2 (two) weeks' advance notice. I also understand that no supervisor, manager or any other official or agent of the Company has authority to make any agreement (oral, written or implied) or other representation contrary to this paragraph, unless in writing and signed by an authorized officer of the Company.

The Company will have the right to terminate your employment in the event of your remaining absent for a continuous period of 30 (thirty) days on account of ill health, accident, disability or being certified by a qualified doctor appointed by the Company as being unfit to carry out your duties.

The Company will have the right to terminate your employment in the event of your remaining absent without communicating/informing the Company for a continuous period of 5 (five) days, which will be considered as absconding.

The Company will have the right to terminate your employment if you have been/are convicted by a Court of law for offences involving moral turpitude before or during the period of your employment with the Company.

Scanned by TapScanner

asteria
aerospace

11. Change in Address

I agree that I shall communicate to the Company any change in my residential address, local and permanent within 1 (one) month of such change.

12. Dispute

All matters and dispute between the Company and you relating to your employment or arising therefrom shall be subject to the jurisdiction of the Courts in Bengaluru.

13. No Waiver

I agree that if the Company waives compliance with one or more of these conditions, such waiver shall not affect my obligation to comply with all the other conditions hereof and shall not constitute a waiver of future compliance with any conditions.

14. Severability

In the event that any of the conditions of this agreement shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining conditions of this agreement shall be unaffected thereby and shall remain in full force and effect.

15. Training Expenses

Interns will be required to undergo training/ certification including DGCA certification (equivalent to INR50,000) as mandated by applicable law and such training/ certification costs will be borne by Asteria Aerospace Limited ("Organisation"). However, in the event, such Intern leaves the Organisation, at any time earlier than 15 months from the date of his/her joining, by way of resignation or termination of internship due to non-performance or violation of the Organisation's policies, then the Organisation will have the right to seek repayment of the amount paid by the Organisation towards any training/ certification and may adjust it against any dues payable to such Intern.

Scanned by TapScanner

asteria
aerospace

Signature: Nandhan M

Date: 21/06/2022

Asteria Aerospace Limited
(Formerly Asteria Aerospace Private Limited)
2nd & 3rd Floor, Tellus Spaces, Khata No. 58/2782/7, Yelahanka New Town, Bengaluru, Karnataka, India, 560064
T: +91 80 29902344 | F: +91 80 29902345 | E: info@asteria.co.in | W: www.asteria.co.in
CIN: U74999KA2011PLC110878

Scanned by TapScanner

asteria
aerospace

Annexure A

-

Prior Inventions

-

List of Prior Inventions of the Employee:

If nothing is listed, I will be regarded as having declared that I have no Prior Inventions.

Signature: _____ **Date:** _____

Asteria Aerospace Limited
(Formerly Asteria Aerospace Private Limited)
2nd & 3rd Floor, Tellus Spaces, Khata No. 58/2782/7, Yelahanka New Town, Bengaluru, Karnataka, India, 560064
T: +91 80 29902344 | F: +91 80 29902345 | E: info@asteria.co.in | W: www.asteria.co.in
CIN: U74999KA2011PLC110878

Scanned by TapScanner

brigosha technologies

APPOINTMENT LETTER

Dear **Nikitha KN**,

We are pleased to offer you the position of **Junior Software Engineer** with brigosha Technologies Private Ltd from your campus during the Campus Recruitment Program FY 2022-23.

Following are the brief details of your joining:
Place of Reporting: Bengaluru
Place of Joining: To be confirmed after training
CTC Offered: INR 450,000
Minimum Commitment: 3 years

We request you to bring the following original documents with you for verification purposes at the time of joining:

- Certificates of your educational qualification (Academic Certificates and Mark sheets - 10th, 12th and semester wise mark sheets with Degree & PG convocation certificates),
- Blood group details,
- Copy of passport and PAN Card,
- Proof of age,
- Proof of permanent address,
- 5 Passport Size Photos
- Aadhar Card **(Mandatory)**

Your Offer is subject to producing your final semester marksheet and provisional degree certificate by the end of July 2022.

A warm welcome to the Brigosha Family!!

Sanjeeta Kanungo



For Brigosha Technologies Private Limited

Request you to give us your confirmation regarding your acceptance of our offer by returning a signed copy of this offer to us as an acknowledgement.

Name: _____
Date: _____ Signature: _____

PHONE NUMBER
+91 9538946543

CIN
U73100KA2010PTC102151

ADDRESS
#780, VCR Cornerstone, 3rd floor 19th Main,
HSR Layout - Sector 1, Bangalore - 560102

EMAIL
info@brigosha.com

WEBSITE
www.brigosha.com

brigosha technologies

Salary Break Up

Salary Breakup		
Name	Nikitha KN	
Designation	Junior Software Engineer	
CTC per annum	450,000	
Employee ID	*********	
Fixed CTC		
Monthly Components	**Monthly Salary**	**Annual Salary**
Basic	15,000	180,000
House Rent allowance	7,500	90,000
Special Allowance	3,879	46,542
Sodexo food coupons	0	0
Conveyance Allowance	1,600	19,200
Medical allowance	1,250	15,000
Food Allowance (1*)	2,000	24,000
Total Monthly Salary (A)	**31,229**	**374,742**
Annual Components		
Leave Travel Allowance (B)	0	0
Total Gross Salary (A+B)	**31,229**	**374,742**
Associate Benefits		
Group Insurance	167	2,000
Associate Engagement Benefits (2*)	583	7,000
Total Benefits (C)	**750**	**9,000**
Retiral Benefit		
Provident Fund	1,800	21,600
Gratuity	722	8,658

PHONE NUMBER
+91 9538946543

CIN
U73100KA2010PTC102151

ADDRESS
#780, VCR Cornerstone, 3rd floor 19th Main,
HSR Layout - Sector 1, Bangalore - 560102

EMAIL
info@brigosha.com

WEBSITE
www.brigosha.com

Total Retiral Benefit(D)	**2,522**	**30,258**
Total Fixed Pay (A+B+C+D)	**34,500**	**414,000**
Retention Bonus		
Performance Pay-8% of CTC	3,000	36,000
Total Variable Payable (E)	**3,000**	**36,000**
Fixed Cost to Company (A+B+C+D+E)	**37,500**	**450,000**
Over Fixed CTC		
Rewards		
Quarterly Rewards (3*)		8,000
Annual Rewards (4*)		20,000
Total Rewards (F)	**0**	**28,000**
Total Potential Earning (A+B+C+D+E+F)	**39,833**	**478,000**
Associates Security Program* **		
Disbursement	**[(Basic + HRA)/2]**	**[(Basic + HRA)*6]**
Total Disbursement	**[(Basic + HRA)/2]**	**[(Basic + HRA)*6]**



PHONE NUMBER
+91 9538946543

CIN
U73100KA2010PTC102151

ADDRESS
#780, VCR Cornerstone, 3rd floor 19th Main,
HSR Layout - Sector 1, Bangalore - 560102

EMAIL
info@brigosha.com

WEBSITE
www.brigosha.com

13-May-2022

Dear Syed Faraz Moin,
B.E., Aeronautical Engineering
Dayananda Sagar College of Engineering, Bangalore

Candidate ID – 16614822

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

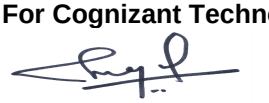
4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Compensation and Benefits

Name: Syed Faraz Moin **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act

• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Syed Faraz Moin, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude

• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
• Violation of non-disparagement obligations
• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Syed Faraz Moin

Sign: _____
Date:

DYNAMATIC TECHNOLOGIES LIMITED

DTL/DOA/HR/LTR/2022/703 **23rd September 2022**

To,
Mr. Pavan Kumar S
S/o. Sridhar S,
#120, 2nd cross,
Srirama Temple Street,
ITC Factory Back Gate,
Jeevanahalli, Coxtown,
Fraser Town,
Bangalore
Karnataka-560005

Graduate Engineer Trainee – Engagement Offer Letter

Dear Pavan Kumar,

1. Further with reference to your application and subsequent interview you had with us, we are pleased to offer you an engagement of training in Dynamatic Technologies Limited, on the following terms and conditions.

Sl. No.	Title	Description
1	Designation	Graduate Engineer Trainee
2	Grade	OT
3	Total Value of Salary and Monetary Benefits on "Cost to Company (CTC)" basis	INR 2,55,120/- all inclusive (Two Lakhs Fifty-Five Thousand One Hundred Twenty Only) per annum
4	Place of Work	Aerotropolis, Devanahalli/Peenya
5	Training Period	One Year

2. The CTC as above mentioned will be structured in accordance with the Company's policies.
3. Your engagement as a trainee with the Company may be confirmed upon completing one year of training and six months of probation at the sole discretion of the management.
4. Upon joining the training, you will be issued with a Trainee Engagement Letter which will set the terms and conditions of your engagement of training.
5. As confirmed by you during our discussion, you will be joining for duty latest by **26-09-2022**.
6. You are advised to sign the duplicate copy of this letter and return to us, in token of your acceptance of the offer of engagement of training.

With best wishes,

For DYNAMATIC TECHNOLOGIES LIMITED

Usha Santhosh
General Manager – HR, IR & Admin

Dynamatic Park Peenya Bangalore 560 058 India
Tel +91 80 2839 4933 / 34 / 35 Fax +91 80 2839 5823
www.dynamatics.com

HRD/3T/1004541025/22-23 June 22, 2022

Mr. Darshan T N
#1484 23Rd Cross 7Th Sector
Ragiv Gandi Nagar Hsr Layout,
Bangalore-560102
India

Ph: +91-7349012330

Dear Darshan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.22 20:40:18 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1004541025/22-23 June 22, 2022

Mr. Darshan T N
#1484 23Rd Cross 7Th Sector
Ragiv Gandi Nagar Hsr Layout,
Bangalore-560102
India

Ph: +91-7349012330

Dear Darshan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **08-Aug-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.22 20:40:18 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Darshan T N**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** **(To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Darshan T N**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1002698388/22-23 June 23, 2022

Mr.Girisha BB

Ph: +91-7618752844

Dear Girisha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002698388/22-23 June 23, 2022

Mr.Girisha BB

Ph: +91-7618752844

Dear Girisha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - 9

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr.** Girisha
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE -

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Girisha**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

SALARY AND BENEFIT STATEMENT		
NAME	**Mallireddygari Maruthi Reddy**	
DESIGNATION	**Associate Software Developer**	
GRADE LEVEL	**130**	
1. SALARY COMPONENTS	**per Month (INR)**	**per Annum (INR)**
BASIC	23,333	280,000
HRA	11,667	140,000
SPECIAL ALLOWANCE	23,333	280,000
ANNUAL GROSS PAY (AGP)	**58,333**	**700,000**

2. RETIRAL BENEFITS	**per Month (INR)**	**per Annum (INR)**
PROVIDENT FUND	2,800	33,600

FIXED COST TO COMPANY (1+2)	**INR 733,600**

3. ANNUAL INCENTIVE PAY TARGET*		**per Annum (INR)**
ANNUAL INCENTIVE PAY TARGET*		**56,000**

TOTAL COST TO COMPANY (1+2+3)	**INR 789,600**

ANNUAL INCENTIVE PAY TARGET*

You may participate in non-salary compensation programs as may be available subject to applicable terms, conditions and eligibility requirements of such programs and at the program administrator's discretion. Entitlement and the amount payable under such program shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under such programs are not guaranteed.

OTHER BENEFITS

Gratuity: The eligibility and amount of this benefit is as per the applicable laws.

Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.

Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.

Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Aishwarya dhupe,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Aishwarya dhupe**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Sreekar R,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Sreekar R,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Sreekar R	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE
- -
PRINTED NAME
- -
DATE OF JOINING
- -
DATE
- -

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE
- -
PRINTED NAME
- -
DATE
- -

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

16th February,2022

Naguru Veera Raghunatha Reddy

University ID: ENG18AS0022

Dayananda Sagar College of Engineering

Dayananda Sagar College of Engineering, Kumaraswamy Layout, Bangalore, Karnataka

Dear Mr Naguru,

MarketXpander is pleased to offer you a position of **Intern-Business Analyst** from **4th April,2022.** During your internship, you will be working on the assignment at any of our MarketXpander offices in India. The exact work location will be driven by business demand and will be shared with you, closer to your joining date. You will be paid a stipend of **₹ 25,000 [Twenty-five thousand]** per month. You will be on internship for a period of **6 months** from the date of your appointment. At the end of the internship, you will submit a copy of your report to the Company

Based on the evaluation of your project report, internship performance, mutual compatibility, and your potential, you will be offered full-time employment with a total annual cost to the company of **₹ 6,00,000 [Six Lakhs]** which includes **₹ 5,50,000 [five lakhs fifty thousand]** as fixed component and **₹ 50,000 [fifty thousand]** of annual performance-linked variable pay. The variable component payout cycle will be as per company policy.

It is very important that you always keep the terms of this employment letter highly confidential. Please note that these terms are based on an individual's experience, background, and potential, and are unique for everyone.

You may contact **Mr. Namburi Manikanta** at **+91 9108444548** for further guidance on your project. Either party may terminate this internship assignment by giving the other party **60 (Sixty)** days prior written notice. This is a combined Internship and Full-time employment offer. However, the internship to the full-time conversion will solely be based on your performance and will be at the sole discretion of the company.

Information pertaining to Company operations and intellectual property is confidential and upon reporting, you will be required to sign a non-disclosure agreement. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of MarketXpander and act in accordance with the values and principles of the Company.

To confirm your acceptance of this internship assignment, you are required to:

- Respond via email to namburi.manikanta@leadsquared.com to communicate acceptance of the internship assignment within **3 (Three)** working days and to confirm your joining date.

** The Stipend amount is subject to applicable tax deduction as per the prevailing Income tax rules.*

On the day of joining, you are requested to be present at **10:30 AM** for your on-boarding formalities at **MarketXpander Services Pvt. Ltd, ##33, Sector 6, 14th Cross, HSR Layout, Bengaluru 560102, Karnataka.**
On your reporting date, please bring the following mandatory documents:

1. Copy of this letter duly signed and dated by you.
2. Three photographs (passport sized, colour photos with a white background).
3. Education degree certificate and all year mark sheets for latest graduation or post-graduation.
4. Photocopies should include both front and back sides of the certificate.
5. Proof of identity, Bring two sets of photocopies of any one of the following documents:
   - Passport
   - Driving license
   - Voter's identification card
   - Aadhar Card.
6. PAN Card: If you do not have a PAN card, please apply for one immediately and carry the acknowledgement on the day of joining.
7. Bank Account details for stipend payments

MarketXpander is a dynamic, open environment where opportunities for learning exist in Sales and Sales development, Product support, Customer Success, Software development and various other advanced and in-demand domains.

We are delighted to have you as a part of the team and participate in a fast paced, vibrant and new age learning environment working with leaders in various specializations with global experience.

Sincerely,
G V Sridharan
Director – Talent Acquisition
MarketXpander

Mu Sigma

Date: October 01, 2021

Mohammed Shaheed
Candidate ID: 25637374
Dayananda Sagar College of Engineering

Dear Mohammed,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Your Decision Sciences Journey with us – Overview & Structure

During your employment at Mu Sigma, you will be undergoing 5 months of Training program for learning and delivering value real-time every day.

Training

Your Training will be at our office premises in Bangalore. You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and on successful completion of your under-graduation degree **you will start your journey as a Trainee Decision Scientist in Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma

TERMS & CONDITIONS

Joining Date:

- We are pleased to offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company'). Your date of joining with the company will be in **January 2022**, your exact date of joining will be communicated at least 1 month prior to your date of joining with the company.

- Your initial 5 month of employment with Mu Sigma you will be designated as "**Trainee**"

Compensation and Benefits:

- You will be paid a consolidated salary advance of **INR 114,500** for the entire duration of 5 months training period in the first month payroll, this amount is subject to deduction under applicable laws as may be in force.
- Once you complete your under-graduation degree and resume to work your Cost to Company (CTC) is as mentioned in the Annexure 1.
- In addition to the above CTC, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.

- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.

- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

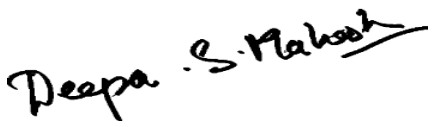
Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,



Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name	Signature	Date

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	**Particulars**	**Company's Investment**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**On The Job Training**	**10,00,000***					
2	**Salary Advance for training period**	**114,500**					
3	**CTC on completion of under-graduation**		**3,00,000**				
4	1st Performance linked Bonus (July 2023)		**50,000****				
5	**1st Jump - Jan 2024** Compensation Revision			**5,00,000**			
6	2nd Performance linked Bonus (July 2024)			**1,00,000****			
7	**2nd Jump - Jan 2025** Compensation revision				**7,00,000**		
8	3rd Performance linked Bonus (July 2025)				**1,50,000****		
9	**3rd Jump - Jan 2026** Compensation revision					**10,00,000**	
10	4th Performance linked Bonus (July 2026)					**2,00,000****	
11	**Total Cost to Company** (Training cost & salary over four jumps)						**41,14,500**

*On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee

****Performance linked Bonus pay-out as follows:**

- Top 20% performers get 200% of Bonus pay-out
- Middle 30% performers get 100% of Bonus pay-out
- Remaining 50% performers get 60% of Bonus pay-out

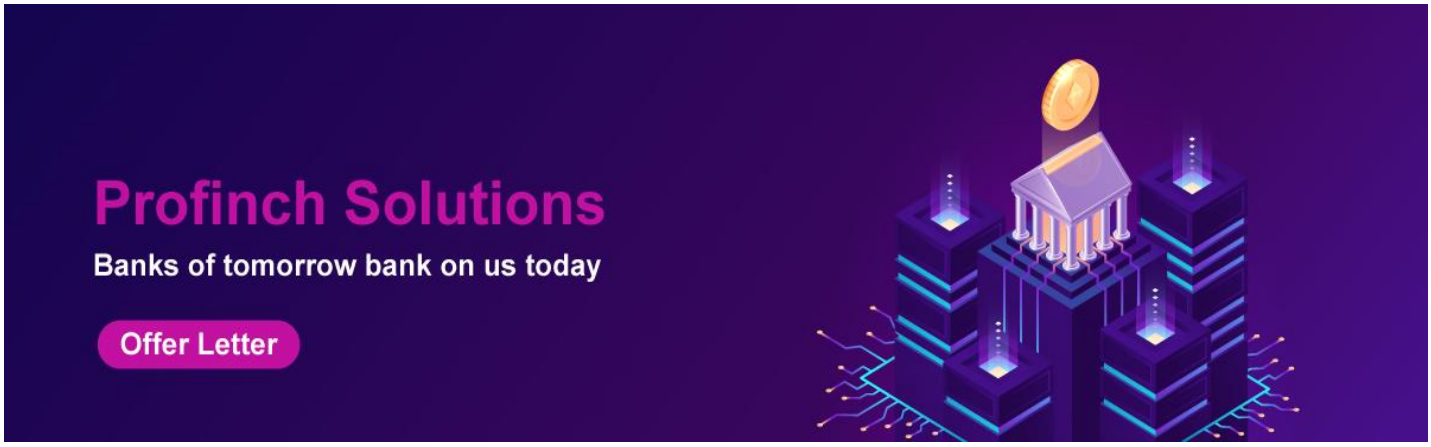
Notes

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

Penalty:

In the event that the employee decides to leave the Company within a 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	**Penalty**	**Penalty amount (in INR)**
0 – 24 months	1.5 x Investment Cost	15,00,000
25 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000



04 July, 2022

Ref: Profinch/HR/2022/2183

Chandan B U
Bangalore
Email: chandu5142bymana@gmail.com
Tel: +91 81975 85547

Sub: Employment Offer for the position of Consultant

Dear Chandan,

This has reference to the various discussions you had with us and we are pleased to offer you a position of Consultant, based at Bangalore.

This offer is subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the offer:

1. Pre-requisites

You will have to submit copies of the following documents, along with a verification against their respective originals at the time of joining:

i. All educational qualifications/ certificates from Class 10 to your highest education
ii. The detailed mark sheets for the last degree you acquired
iii. All previous employment relieving letters
iv. Copies of your latest passport size colour photographs
v. Your PAN card, Aadhaar Card and passport

Your appointment will be subject to verification of your documents against the information provided by you in your resume and application form.

Your appointment will be subject to your being found medically fit, including where necessary, a pre-joining medical check-up done by a medical panel appointed by us.

2. Joining Date

You are requested to join, on 04 July, 2022 or earlier.

3. Working Days

We work five days a week from Monday to Friday. The normal working time is from 9:00 A.M to 6:00 PM, with a lunch break of 60 minutes.
All employees are eligible for 21 calendar days of paid leave per annum.

4. Posting

Your base location and place of posting will be Bangalore but you may be transferred to any of our other offices or the offices of our affiliates, clients or associates (existing or in the future) in India or abroad, at the sole discretion of the company.

5. Salary and Benefits

Your compensation will comprise the following.

Salary Structure	Per Annum (Rs.)	Per month (Rs.)
Basic	2,06,400	17,200
Supplementary Allowance	17,472	1,456
House Rent Allowance	82,560	6,880
Meal Card Allowance	13,200	1,100
Telephone Allowance	18,000	1,500
Children Education Allowance	9,600	800
PF- Co. Contribution	24,768	2,064
Annual Bonus*	25,000	-
Total Pay	**3,97,000**	**31,000**
Group Medical Insurance	30,000	-
Gratuity (As per act)	7,154	-
Total Cost To Company (CTC)	**4,34,154**	**31,000**

* Paid out at the end of every year of continued service at Profinch and not applicable during notice period.

6. Abiding by the rules and regulations of the company

Your employment with us will be governed by terms and conditions as set out in Annexure A.

Also, you will have to abide by, the Rules and Regulations of the Company notified from time to time.

If you agree to these terms and conditions, kindly return a duly signed copy of this letter within seven days of your receiving it.

If you require any additional information or clarification regarding the same please do not hesitate to contact us.

Yours sincerely,
For Profinch Solutions Private Limited



Jaskaran Singh Bhogal
Executive Director

I have read and understood the terms and conditions of the above employment offer and I unconditionally accept the same without any reservations whatsoever.

To be signed by employee

Name:
Place and date:



1. TERM OF EMPLOYMENT

Your employment will commence from the Effective Date, and continue until terminated by Profinch Solutions Private Limited (the Company) or by you in accordance with these terms (the "**Employment Period**").

2. DUTIES AND FUNCTIONS

2.1 Upon the commencement of the Employment Period, you shall occupy the position and perform the duties as detailed in your offer letter ("**Offer Letter**") and as further notified and amended by the Company from time to time.

2.2 You shall fulfil such general duties and responsibilities as are consistent with your position and shall assume and perform such further responsibilities and duties as may be assigned to you from time to time by the Company.

2.3 You shall devote your business time, attention and energies to the business of the Company. You will, at all times, while performing services for the Company, devote your best efforts, skill and ability and shall perform your responsibilities as an employee of the Company in a competent and professional manner.

2.4 You acknowledge and confirm that during the term of your employment with the Company, you shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not for pecuniary gain, without the prior written consent of the Company, and that you will not directly or indirectly engage in any business that is competitive in any manner with the business of the Company.

2.5 You shall not participate in any activity that constitutes an actual or potential conflict of interest with your employment with the Company at any time during the Employment Period.

2.6 You agree to abide by the rules, regulations and the policies of the Company, and any change thereof which may be adopted by the Company, from time to time.

3. COMPENSATION AND BENEFITS

3.1 As total consideration for your services rendered, you shall be entitled to compensation and benefits as detailed in the Offer Letter and, as notified by the Company from time to time.

3.2 You shall be entitled to paid leave in accordance with the Company's leave policy, as in effect from time to time.

3.3 Compensation or benefits paid to you shall be subject to all applicable taxes, and the Company may withhold from any amounts payable to you such taxes as shall be required to be withheld pursuant to any applicable law or regulation. The Company shall deposit these taxes deducted with the taxing authorities and also issue appropriate certificates of tax deduction to you.

3.4 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from you against any amount payable at any time by the Company to you.

4. TERMINATION OF EMPLOYMENT

4.1 The Company may terminate your employment by giving you not less than thirty (30) days' prior notice in writing or salary in lieu thereof. For the purposes of this clause 4.1, "salary" shall mean basic salary.

4.2 You may resign from the employment of the Company by giving no less than Ninety (90) days' prior notice.

4.3 The Company reserves the right to terminate your employment summarily without any notice period or salary in lieu thereof, if it has reasonable ground to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of these terms or caused any loss to the Company. Such termination by the Company shall not affect any other claims the Company may have against you, in law and/ or in equity.

5. NON-DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION

5.1 You acknowledge that during the course of your employment, you will have access to information about the Company and/ or its affiliates or otherwise in its possession and that your employment with the Company shall bring you into close contact with many confidential affairs of the Company, its affiliates, customers and vendors, including without limitation, information regarding the following:

(a) management methods, business and operating techniques;

(b) sales, advertising and marketing methods;

(c) information regarding customers and vendors;

(d) information regarding employees and personnel;

(e) training techniques, manuals and procedures;

(f) any information relating to the Company and its customers' (whether past, present), or future prospects, financial data, financial results and projections, costs and prices, details of employees, consultants, agent, vendors, customer, technologies, technical and business strategies, business and marketing plans and reports, marketing and sales techniques, contracts;

(g) any information relating to the Company and its customers' (whether past, present, or future) platforms, servers, internal controls, computer or data processing programs, algorithms, electronic data processing applications, security procedures, hardware, designs, drawings, machines, tools, models, computer programs, software tools, source codes, object codes, protocols, product descriptions, development schedules, choices of product names, trade secrets or know how;

(h) any information relating to the prior, current or contemplated products, services and information that you have a reasonable basis to believe that it is not in the public domain or was accepted by the Company and/ or affiliates from any third party under obligations of confidentiality (collectively, the "**Confidential Information**").

5.2 During and after the termination of your employment (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public, you shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of your employment by, or in furtherance of the business of the Company and affiliates) any Confidential Information and shall use your best efforts to prevent the unauthorized publication or misuse of any Confidential Information. In the event you are permitted to disclose relevant aspects of Confidential Information to professional advisors or agents, of the Company, you shall ensure that the disclosure shall be made subject to the condition that (i) such persons are bound by similar obligations of use and confidentiality as provided in this Agreement, and (ii) the disclosure is reasonably necessary for the performance of the services under this Agreement or for furtherance of the business of the Company and its affiliates.

5.3 All documents, records, data or other material, whether or not pertaining to Confidential Information, which are furnished to you by the Company, its affiliates, customers or vendors, or

are produced by you in connection with your employment shall remain the property of the Company.

5.4 Upon request by the Company at any time during your Employment Period and upon termination of this Agreement, you shall (a) promptly return to the Company, or (b) at the option of the Company, erase or destroy, all of the Confidential Information, in whatever form available, including any material or medium from which any Confidential Information may be ascertained or derived. In no event shall you store or retain any Confidential Information or copies, compilations or analysis thereof, unless authorized by the Company in writing.

5.5 Without limiting the rights of the Company in respect of a breach of this Clause, you shall:

(a) promptly notify the Company of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information by any other person, that may become known to you;

(b) promptly furnish to the Company full details in its possession, of the unauthorized possession, use or knowledge, or attempt thereof, and assist the Company in investigating or preventing the recurrence of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information;

(c) cooperate with the Company in any litigation and investigation against third parties deemed necessary by the Company to protect its proprietary rights; and

(d) promptly use its best efforts to prevent a recurrence of any such unauthorized possession, use or knowledge, or attempt thereof, of Confidential Information.

5.6 You represent and warrant that the performance of his/ her obligations under these terms will not breach any agreement to maintain in confidence proprietary information acquired by you prior to or outside the scope of your employment by the Company. You covenant that you will not disclose to the Company or its affiliates, or use, or induce the Company or any of its affiliates to use, any proprietary information or trade secrets of any third party, including any of your previous employer(s), at any time.

6. INTELLECTUAL PROPERTY RIGHTS

6.1 All rights, title and interest in any intellectual property arising out of or in connection with your employment, including without limitation any copyrights, rights to derivative works, know-how, trade secrets and any other intellectual property rights, created or conceived (including, but not limited to, any platforms, tools, designs or methodologies) in the Company's premises or using the Company's property or other proprietary rights therein, shall be the property of the Company.

6.2 You hereby, without further consideration, perpetually transfer, assign and convey all right, title and interest in such property worldwide (including, but not limited to, any moral rights), that you may have or be entitled to under any law or equity whatsoever, to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and/ or non-enforcement of such right within one (1) year of such assignment. For the purposes of clarity, you shall not be obligated to transfer or assign to the Company any right or interest in the intellectual property that has been developed by you outside the scope of your employment with the Company and without utilizing the Company's property.

6.3 To the extent you have rights in the results and proceeds of your services hereunder that cannot be assigned in the manner described above, you unconditionally and irrevocably waive the enforcement of such rights.

6.4 At the Company's request, you shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or it's designates') ownership in intellectual property rights hereunder. You shall, at Company's cost, from time to time, as may be reasonably requested by the Company, do any and all things which the Company may deem useful or desirable to establish or document the Company's exclusive ownership of any and all rights in any such results and proceeds, including, without limitation, the execution of appropriate copyright and/ or patent applications or assignments.

6.5 This Clause 6 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the

Company of any rights of ownership to which the Company may be entitled by operation of law by virtue of the Company or any of its affiliates being your employer.

7. NON-COMPETITION AND NON-SOLICITATION RESTRICTIONS

7.1 NON-COMPETITION RESTRICTIONS

(a) During the term of your employment with the Company and six (6) months thereafter, you shall not engage with any business that involves, is related to or competes with that of the Company, directly or indirectly, as a director, partner, proprietor, member, investor, agent, distributor, within India or outside India, except with the prior written consent of the Company. During the term of your employment with the Company, you will not be employed by, or perform consulting or other services for, any other business entity or party except with the prior written consent of the Company.

(b) It is clarified that for the purposes of this Agreement, the term a business that "competes with that of the Company" or cognate or related expressions means any enterprise which is in a business which is the same as or similar to the business of the Company.

7.2 NON-SOLICITATION RESTRICTIONS

(a) During your employment and for six (6) months thereafter with the Company, you will not, directly or indirectly, without the prior written consent of the Company:

(b) attempt in any manner to solicit from any client/ customer, except on behalf of the Company, business of the type carried on by the Company at any time or to persuade any person, firm or entity which is a client/ customer of the Company to cease doing business or to reduce the amount of business which any such client/ customer has customarily done or might propose doing with the Company whether or not the relationship between the Company and such client/ customer was originally established in whole or in part through your or its efforts; provided that the restrictions of non–solicitation contained under this Clause 7.2 shall be applicable on such client/ customer who were:

(i) clients /customers at the time during the preceding twelve (12) months of the termination of your employment or;

(ii) prospective client/customer at the time of the termination of the Employee's employment including with respect to which the Company and/ or its affiliates have developed and made a marketing or sales presentation within the six (6) months period prior to the termination of your employment; or

(c) employ, or attempt to employ, or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six (6) months.

7.3 REASONABLENESS

You acknowledge that based on your unique skills, position and exposure to Confidential Information, the breach, or threatened breach, by you of the provisions of this Clause 7 shall cause grave and irreparable harm, loss and injury to the Company and/ or its affiliates, which harm cannot be fully redressed by the payment of damages to the Company and/ or its affiliates. You acknowledge that the scope and duration of the non-competition and non-solicitation provisions are reasonable and the Company may, in addition to any remedy available to it at law, obtain equitable relief in the form of specific performance, temporary or permanent injunction, or any other equitable remedy within the law, which may be available against you for the non-performance of any term or provision hereof.

8. COOPERATION FOLLOWING TERMINATION

8.1 You agree that, following notice of termination or resignation of your employment, or when required by the Company, you shall cooperate fully with the Company in all matters relating to the completion of your pending work on behalf of the Company and the orderly transition of such work to such other employees as the Company may designate.

8.2 You further agree that during and following the termination of your employment you shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which you have any knowledge or that may relate to you or your employment relationship with the Company. Such cooperation includes, but is not limited to, providing the Company with all information known to you related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.

8.3 Nothing in this Clause 8 shall be interpreted to include giving information that may be directly or indirectly self-incriminating to you.

9. ASSIGNMENT

You acknowledge and confirm that your obligations are personal and shall not be assigned by you to any other person.

10. GOVERNING LAW, DISPUTE RESOLUTION, MISCELLANEOUS

10.1 These terms shall be governed by, and construed and enforced in accordance with, the laws of India.

10.2 All disputes, controversies and differences of opinion arising out of or in connection with this Agreement which cannot be settled amicably hereto shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction in Bangalore, India.

10.3 You certify and acknowledge that you have carefully read all of the provisions of these terms and the rules and policies of the Company for the time being in force, and that you voluntarily and knowingly agree to them.

Gourav Tiwary

CTC Structure After Confirmation	Yearly CTC	Monthly CTC
CTC	**300,000**	**25,000**
Earning		
Basic	195,000	16,250
HRA	83,400	6,950
Statutory Benefits		
PF (Employer Part)	21,600	1,800
Monthly Gross	**278,400**	**23,200**
PF (Employee Part)	21,600	1,800
P TAX	2,400	200
PA Cover	180	15
Mediclaim	4,800	400
Net Pay	**249,420**	**20,785**
Average incentive	150000	12500
Total	**450,000**	**37,500**

Average incentive - Variable performance Based Incentive

*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

Gourav Tiwary

CTC Structure During Probation	Yearly CTC	Monthly CTC
CTC	**207,504**	**17,292**
Earning		
Basic	134,878	11,240
HRA	35,955	2,996
Statutory Bonus	14,464	1,205
Statutory Benefits		
PF (Employer Part)	16,185	1,349
ESIC (Employer Part)	6,022	502
Monthly Gross	**185,297**	**15,441**
PF (Employee Part)	16,185	1,349
ESIC (Employee Part)	1,390	116
P TAX	2,400	200
PA Cover	180	15
Net Pay	**165,142**	**13,761**
Average incentive	150000	12500
Total	**357,504**	**29,792**

Average incentive - Variable performance Based Incentive

*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

AA/HR/OL/2022-2023/186

OFFER OF EMPLOYMENT

Dear S Santhosh,

We are very pleased to extend you an offer of full-time employment with Asteria Aerospace! The details of your full-time offer are outlined below:

Title: Associate Engineer I - Flight Operations

Band & Grade: Individual Contributors - I0

Business Unit: Enterprise Solutions

Reporting Relationship: You will report to Ritesh D Jawali, Engineer II - Flight Operations.

Responsibilities: Your primary responsibilities will include:

- Coordinates and actively participates in ground and flight operations, including quality checks, execution, and safety. • Conducts drone flights of assigned UAV(s). • Minor drone equipment and maintenance repairs. • Expected to work in a safe manner in accordance with established operating procedures and practices as per the assigned project. • Other duties as assigned or required. • Will be traveling often for onsite work.

Compensation: Your annual compensation will be **₹4,00,000.00/-** as per the following breakdown:

EARNINGS	**MONTHLY**	**YEARLY**
Basic	14,980.00	1,79,760.00
Statutory Bonus	1,248.00	14,974.00
HRA	5,992.00	71,904.00

Special Allowance	11,114.00	1,33,362.00
TOTAL EARNINGS (A)	33,334.00	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
Employee Gratuity contribution	721.00	8,646.00
PF Employee	1,798.00	21,576.00
PF - Employer	1,798.00	21,576.00
TOTAL DEDUCTIONS (B)	4,317.00	51,798.00
TOTAL (A-B)	29,016.83	3,48,202.00

Note:

- The above remuneration is in INR and subject to Income Tax and other statutory deductions.
- Statutory Bonus is applicable only if Basic Salary is below ₹21000 per month or less.

Other Benefits:

- You shall be enrolled into company's group medical insurance scheme and group personal accident insurance scheme, for a sum insured of 5 Lakhs and 10 Lakhs respectively (If you are not part of ESIC Scheme).
- **Leaves/Paid Time Off:** You shall be eligible for leaves/paid time off as per Asteria Aerospace's Leave/Paid Time Off Policy.

Start Date: 07 Dec, 2022

Location: Your place of joining will be at Bangalore center of Asteria Aerospace, address of which is given below:

Asteria Aerospace Limited., 3rd Floor, Tellus Spaces, RWF West Colony, Yelahanka New Town, Bengaluru, Karnataka 560106

Conditions of Employment: Your appointment is contingent upon your acceptance of Asteria Aerospace's Conditions of Employment, a draft of which is enclosed with this offer letter for your reference. You will be required to sign the same on your date of joining.

You will also be required to furnish the certified copies of the following documents with their originals on your date of joining for our records:

1. Certificate for proof of age
2. Educational certificates
3. Relieving letter from current employer
4. Salary certificate
5. Copy of PAN Card
6. Copy of ID and Address Proof (2 copies)
7. Passport size photographs (3 copies)

This offer is valid for a period of 5 working days from the date of offer. If you are in acceptance with the offer, please sign below to acknowledge the same.

We look forward to working with you at Asteria Aerospace!

Signatures:

S Santhosh

01 Dec 2022

For Asteria Aerospace Limited.

ASTERIA AEROSPACE LIMITED

Shahista
Senior Manager - Human Resources
01 Dec 2022

Name: S Santhosh

Address: _____

-

CONDITIONS OF EMPLOYMENT

Your signature below indicates your acceptance of the following conditions of your employment with Asteria Aerospace Private Limited (hereinafter referred to as the "Company").

1. Prior Employment Verification

I understand that the Company reserves the right to independently verify my prior employment history (either by itself or through affiliated third-party agencies) as supplied by me during the hiring process. I understand that the Company reserves the right to terminate my employment with immediate effect if the prior employment verification reveals any inconsistencies or false representations against those stated during the hiring process.

2. Company Policies and Procedures

I agree that my employment shall be in accordance with and subject to all Company policies, rules and regulations as promulgated and modified from time to time. I understand that changes in these policies, rules and regulations, for example, in the type of work, work hours, shifts, days off etc. may be made at the discretion of the Company from time to time.

3. Duties

I agree that I will perform my duties honestly, faithfully, diligently and efficiently for the growth of the Company and will extend full co-operation and make vigorous efforts to achieve the desired objectives and responsibilities assigned to me from time to time including, without limitation, to discharge any duties assigned to me on behalf of the Company.

I understand that the scope of my duties is not circumscribed or limited by my designation and that I may be allotted any other duties from time to time as may be deemed necessary by the Company.

4. Non - Disclosure

- *Protection of Company's Rights; Non-disclosure* - at all times during the course of my employment with the Company (irrespective of the commencement date of any corresponding agreement) and thereafter, I will hold in strictest confidence and will not disclose to any person or entity, use, lecture upon, or publish or permit to use or publish any of the Company's Proprietary Information, except as such disclosure, use or publication may be necessary to perform my duties to the Company, or unless the Board of Directors of the Company expressly authorizes such in writing. Without limiting the foregoing, I will obtain the Company's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at the Company and/or incorporates any Proprietary Information. I hereby agree and declare that all Proprietary Information, including Inventions and Proprietary Rights *(both as defined below)* are, and shall be the sole property of the Company.

- *Proprietary Information* - for the purposes of this Agreement, "Proprietary Information" means any and all knowledge, data and/or information, whether written, verbal, or in any other form or media, owned or held by or related to, the Company and its business, including without limitation, knowledge, data and/or information created, conceived and/or reduced to practice by me, either alone or jointly with others, in the course of my employment with the Company. By way of illustration but not limitation, "Proprietary Information" includes:

2. trade secrets, know how, inventions, mask works, ideas, processes, designs, formulas, software, hardware, firmware, including without limitation, source and object codes, other works of authorship, know-how, improvements, modifications, enhancements, discoveries, developments, documentation, designs, methods and techniques, information regarding algorithms, analyses, all derivatives, improvements and enhancements to the Company's technology which are created or developed by me while an employee of the Company or while otherwise providing services or engaging with the Company irrespective of the commencement date of my employment, to the Company, excluding Prior Inventions as defined in Section 2.2 (the "*Inventions*"); and

1. information concerning plans for research, development or future research, development of planned and/or new products, marketing and sales, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers, business developments, the existence, scope or activities of any research, development, manufacturing, marketing or other projects; and

- the terms of my employment including, without limitation, the terms and conditions of this Agreement and information concerning the skills and compensation of other employees or consultants of the Company and its customers, suppliers, licensors, licensees, business partners and/or affiliates.

Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally known to the public in the trade or industry, which is not gained as a result of a breach of this Agreement, to whatever extent and in whichever way I wish; provided that such information is not in any way competitive or likely to be competing with the Company's business as currently conducted and as may be conducted in the future.

- *No improper use of information of prior employers and others* **-** during the course of my employment with the Company, I will not improperly use or disclose any confidential or proprietary information or trade secrets, if any, of any former employer or any other person or entity to whom I have an obligation of confidentiality, and I will not bring onto the premises of the Company any unpublished documents or any property belonging to any former employer or any other person or entity to whom I have an obligation of confidentiality unless consented to in writing by that former employer, person or entity.

5. Assignment of Work Products

1. *Proprietary Rights* - for the purposes of this Agreement, "Proprietary Rights" shall mean any and all intellectual property rights, including without limitation, trade secrets, copyrights, trademarks, trade dress, designs, patents and other rights subsisting throughout the world in Proprietary Information, including in Inventions, which may exist or come into existence now or in the future.

1. *Prior Inventions* - Inventions, if any, patented or unpatented, which I made prior to the commencement of my employment with the Company ("*Prior Inventions*") are listed in **Annexure A** hereto and are excluded from the scope of this Agreement. If, in the course of my employment with the Company, I incorporate a Prior Invention into a Company product, process or machine, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, transferable, worldwide license (with rights to sublicense through multiple tiers of sub licensees) to make, have made, modify, use, sell and otherwise exploit such Prior Invention.

1. *Assignment of Work Products* - I undertake to promptly disclose to the Company, or any persons designated by it, all Work Products. For the purposes of this Agreement, "Work Product" shall mean all Inventions and Proprietary Information and any and all Proprietary Rights therein or based thereon, whether or not patentable or copyrightable or otherwise registerable or protectable, which are created, conceived or reduced to practice by me, either alone or jointly with others, in the course of my employment with the Company.

1. In consideration of my employment with the Company and my salary and other benefits to which I am entitled to as an employee, I hereby absolutely and irrevocably assign and transfer unto the Company all rights, title and interests in and to the Work Products in perpetuity, throughout the world, as and when any such Work Product is first created or conceived and when first reduced to practice or first fixed in a tangible medium, as applicable. I hereby forever waive and agree to never assert any and all moral rights that I may have in or with respect to any of the Work Product and undertakes to not initiate any legal proceedings to enforce any such moral rights against the Company.

1. I hereby undertake to take all actions and execute all documents or instruments, give all assistance and do all acts and things as may be requested by the Company at any time, to perfect and protect its title, rights and interests in and to the Work Product, including any documents required to be registered in the Company's name, or record the assignment of all Work Products to the Company with the Intellectual Property Offices in India or any other relevant authority anywhere in the world. I further agree that, with respect to all Work Products and other matters concerning my employment with the Company that may result in publishable material, all such publication rights shall belong exclusively to the Company.

6. Records & Return of Company Documents

I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings, memoranda, specifications, devices, formulas, developments, documents and in any other form that may be required by the Company) of all Proprietary Information, including Inventions made by me during the entire period of my engagement with the Company, which records shall be available to and remain the sole property of the Company at all times. Upon the earlier of the termination of my employment with the Company or the Company's first request, I will deliver to the Company any and all such records, together with all copies thereof, and any other material containing or disclosing any Inventions or Proprietary Information which shall

be in my possession or control at the time of termination of my employment or the Company's request.

7. Company Property

I agree that all documents or other things coming into my possession, custody or control by virtue of my employment (except those documents or other things directed to me as an employee for my personal use and identified by the Company as such) are the property of the Company (or the Government or the Company's customers, as the case may be) and all of such property in my possession, custody or control at the time of termination of my employment will be delivered to the Company.

The Company at any time during employment shall have the right to demand the return of any or all of the Company's properties provided to me and on such demand being made, I shall return to the Company any or all the properties of the Company provided to me forthwith.

8. Conflicting Employment

I agree that, during the term of my employment with the Company, I will not engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of my employment, nor will I engage in any other activities that conflict with my obligations to the Company.

9. Non-Competition

I agree that during the term of my employment and for a period of 1 (one) year following the termination of my employment, I will not approach the Company's current/prospective customers, clients, contacts, vendors, partners and other affiliates of the Company or other persons or entities introduced to me in my capacity as a representative of the Company for the purposes of soliciting business of such persons or entities and I will not interfere with the business relationship between the Company and such persons and/or entities.

I also agree that for a period of 2 (two) years after the termination of my employment, I will not either directly or indirectly engage, concern or interest myself in any business activities, which, in the Company's opinion, is or are similar to or competing with the business activities of the Company in India or abroad. The business engaged in by the Company being of a specialized nature, I hereto declare and admit that this clause is necessary for the protection of the Company.

10. Freelancing

I agree that during the working hours at the Company, I shall not engage myself in any freelancing

activity/work and I shall not utilize any Company property or resources for any freelance work. Also, I shall not solicit other Company employees in any freelancing activities. I also agree that any of my freelance activity will not in any manner hamper my work and obligations to the Company.

11. Reimbursement

I agree to reimburse the Company for any indebtedness it may incur as a result of my failing to timely meet my obligations or for any debt I owe the Company. To satisfy such indebtedness, if requested I agree to sign an appropriate authorization consistent with applicable laws allowing the Company to deduct from any or all portions of my salary or wages, reimbursable expenses, termination or severance payments, or any other income due to me from the Company upon my termination.

12. At-Will Employment & Termination

I understand that my employment with the Company, after confirmation, can be terminated with or without cause at any time, either by myself or by the Company, with a 2 (two) months' advance notice. I also understand that no supervisor, manager or any other official or agent of the Company has authority to make any agreement (oral, written or implied) or other representation contrary to this paragraph, unless in writing and signed by an authorized officer of the Company.

The Company will have the right to terminate your employment in the event of your remaining absent for a continuous period of 30 (thirty) days on account of ill health, accident, disability or being certified by a qualified doctor appointed by the Company as being unfit to carry out your duties.

The Company will have the right to terminate your employment in the event of your remaining absent without communicating/informing the Company for a continuous period of 10 (ten) days, which will be considered as absconding.

The Company will have the right to terminate your employment if you have been/are convicted by a Court of law for offences involving moral turpitude before or during the period of your employment with the Company.

13. Change in Address

I agree that I shall communicate to the Company any change in my residential address, local and permanent within 1 (one) month of such change.

14. Dispute

All matters and dispute between the Company and you relating to your employment or arising therefrom shall be subject to the jurisdiction of the Courts in Bengaluru.

15. No Waiver

I agree that if the Company waives compliance with one or more of these conditions, such waiver shall not affect my obligation to comply with all the other conditions hereof and shall not constitute a waiver of future compliance with any conditions.

16. Severability

In the event that any of the conditions of this agreement shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining conditions of this agreement shall be unaffected thereby and shall remain in full force and effect.

Signature: _____

Date: _____

Annexure A

Prior Inventions

List of Prior Inventions of the Employee:

If nothing is listed, I will be regarded as having declared that I have no Prior Inventions.

Signature: _____ **Date:** _____

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN971

5 February 2022

Dear **Komal Sajjan**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **12 February 2022 to 21 February 2022**

OJT Start Date: **22 February 2022**

OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

HR@teachnook.com
Human Resources: +91 8951940482
Support: +91 6363433634

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
▪ At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
▪ You will follow all policies and practices of our business.
▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records,Account Number, IFSC Code.
- Negative RT-PCR Report is mandatory. It should not be older than 48 hours(Even if you are fully vaccinated).

Please bring the original education certificates / mark sheets (10th or 12th).
NOTE:
{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

7/1/2022

Rakshitha B
71,11th cross
1st stage,Chandralayout,
Bangalore,Karnataka-560040

LETTER OF APPOINTMENT

Dear **Rakshitha,**

Congratulations! We have pleasure in making an offer to you for the post of ***Helpdesk Associate***. We expect you to join the company on or before ***7/8/2022***. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,
K Ashok Kumar

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure- 1

Compensation and Benefits			
Name	***Rakshitha B***		
Designation	***Helpdesk Associate***	Grade	***4***
Joining Date	***7/8/2022***	Location	***Bangalore***
Fixed Compensation (A)			
Group 1		**Monthly (₹)**	**Annual (₹)**
Basic Salary		***13333***	***160000***
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:		***17759***	***213108***
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
Group 3 (Retirals)			
^Provident Fund (12% of Basic Salary) Employer's Contribution		***1600***	***19200***
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		***641***	***7692***
Total Fixed Compensation (Group 1 +Group 2+Group 3)		***33333***	***400000***
Variable Compensation (B)		PEP	
Annual potential discretionary variable incentive**		Min	Maximum
		0%	10%
		-	₹ 40000
Annual earning potential including fixed compensation		**₹ 400000**	₹ 440000
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000	
Remote working allowance****		₹ 9600	
Annual Total Benefits Cost		**₹ 17600**	
Total Compensation (Maximum cost to the company)		**₹ 457600**	

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

^PF contribution: if your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your basic salary is INR 15,000 or more, the PF contribution will be calculated on Basic Salary only.

*You can claim Fuel and Maintenance reimbursement as per the government guidelines. This will be derived from the existing Special Allowance component. The reimbursement is applicable only for four wheelers. Unclaimed Allowance will be taxed and paid as Special Allowance.

** You are eligible for the annual discretionary variable incentive pay as per the program ("**PEP**") in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company's performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.".

Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Medical and Insurance Benefits
Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of **Rs.3,50,000**.
Personal Accident Insurance You are covered under the **Personal Accident Insurance** for self as per Company policy.
Group Life Insurance Scheme You are covered under the **Group Life Insurance** for self as per Company policy.
Other Benefits
Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.
House Deposit Advance You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.
Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.

The benefits stated above may be withdrawn, changed, or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,
FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:
Monika Cyril
D5E990A204894EF...

MONIKA CYRIL
ASSOCIATE DIRECTOR - TALENT ACQUISITION

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure – 2

Other TERMS AND CONDITIONS OF EMPLOYMENT

- Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.

- You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management

- Training: The Company may also send you to a location of its choice for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all the costs paid to you or incurred on your behalf for this training.

- Your employment is contingent on the successful completion of mandatory training as per the Company's parameters and requirements as communicated to you.

- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.

- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.

- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.

- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services, however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however, terminate your services without any notice or compensation in the event of:

    - Your remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.

    - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.

    - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.

- Upon joining the Company, you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.

- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.

- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.

- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

- This appointment is subject to:

    - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.

    - The Company receiving satisfactory reports from all references cited in your application.

    - The Company receiving satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to appoint an agency of its choice to conduct such verification). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- The Company has a Zero Tolerance policy towards unethical behavior:
    - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
    - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
    - At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's policy effective 1st September 2020. In such cases the employees are expected to have a suitable remote work area.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
    - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
    - Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
    - Communicate with any customers of the Company or communicate with any employee of the Company with the effect of enticing or attempting to entice any employee away from the Company.
- Any delay or nonperformance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
- The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
- When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
- In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

- The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable. The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.

- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.

- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your workplace. While on overseas deputation, as a representative of the Company, it is your moral

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty-two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either you or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure – 3

WORK FROM HOME CONDITIONS UNDERTAKING

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 3.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work from Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

I Agree:

- To make my workspace at home comfortable and ergonomic to comply with continued working hours.
- To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.
- To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.
- To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work-related matters, for a temporary period until the Company provides me with a computing system.
- In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.

- I will also be responsible for protecting the Equipment and its contents.

- I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

- I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

- I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

- I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

- I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

- I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

Specifically, with respect to working from home, I shall:

a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines

b. Use a secure network for performing official work.

c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.

f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.

g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.

h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.

i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

- I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

- If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

- I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

- I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

- I have to maintain normal productivity and make myself available during the regular working hours.

- I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

- I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

- I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

DocuSign Envelope ID: 951A02BB-1773-4FF6-8CE3-3092CD0A1416

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company.

I also understand that on any failure to comply with the above-mentioned actions, the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company.

I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Acceptance

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

DocuSigned by:
74E538832F59427...

Name & Signature:

Date: July 1, 2022 | 11:40 AM CDT

RETURN THIS FORM WITH THE SIGNED OFFER LETTER
For any questions on your offer, please contact **K Ashok Kumar**

upGrad

1-February-2022

Dear Bishika Alay,

Congratulations! It is our pleasure to offer you the position of **"Admissions Counselor – Inside Sales (Inside Sales)"** at Grade **"G1"**with **upGrad Education Private Limited.**

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement ('upGrad")
2. You will be based at **Bangalore** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
    1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only).** This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
    2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **AUGUST** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ('Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
10. This offer letter is non-binding on either party till the execution of the employment agreement.
11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

Preeti Kaul
President – Human Resources

Received & Accepted

Bishika Alay
(Signature)

Annexure I

Name: Bishika Alay
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Bangalore

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
Fixed CTC	**29,167**	**3,50,000**
Variable		4,00,000
Total CTC	**62,500**	**7,50,000**

Note:
1.Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8.Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9.The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

Annexure II

Documents Required

1.Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).

2.Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).

3.Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).

4.Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).

5.Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).

6.Four (4) passport size-colored photographs.

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

Offer of Employment

Harshith HS

6-May-2022

Dear Harshith,

Congratulations!

Based on your performance during your interview, we are pleased to make you an offer of employment. You will be designated as "**Associate – Operations**" in the **"Revenue and Operations"** team and will be expected to join work by **18-Jul-2022**. You will be reporting into **Operations Manager.** Your place of work will be **Bangalore**.

Your total annual salary will be INR 4,50,000 (Four lakhs Fifty thousand only). A detailed break up of salary is available for your reference as a part of Annexure A.

You will also be eligible to receive the following benefits:

- You along with your family members (spouse, 2 kids, and one set of parents) will be eligible for a group private medical insurance coverage.
- You will be eligible to receive a monthly credit of INR 2000 as an E-Cash balance to use Yulu Application

Please confirm the acceptance of the offer through mail. The offer is valid for 24 hours. Should we not receive a confirmation on your acceptance in the next 24 hours, the offer will stand automatically cancelled.

The organization has the right to change or alter the components of the salary at any time, based on statutory requirements and other organization policies that may come into place from time to time. However, the total fixed salary will remain unchanged

By accepting this offer you authorize YULU and any associated vendor to conduct necessary background/ reference checks. The offer is subject to you clearing necessary background/reference checks the organization may undertake.

Look forward to having you on board.

Amit Gupta

Amit Gupta

Co-Founder &CEO

Signature:

Name: Harshith H.S.

Annexure A

Components	Annual
Total Fixed Salary	4,50,000
Basic	2,25,000
HRA	1,12,500
Composite Allowance	19,015
Special Allowance	93,485
Base Total Salary	4,50,000
Employers Contribution to Provident fund	21,600
Total Gross Salary	4,71,600
Break up of Special allowances	
LTA	*37,485*
Children Education Allowance	*2,400*
Children Hostel Allowance	*7,200*
Telephone & Domestic Internet Allowance	*15,000*
Meal Allowance	*26,400*
Books/ Periodicals/ Higher Education	*5,000*

Letter of Intent

Date: 12th October, 2021

Dear **Paritala Sai Krishna Anoop,**

Greetings from **42Gears**!!!

We are pleased to offer you the position of **Member Technical Staff** at 42Gears.

Your CTC (Cost to Company) will be **₹8,00,000/-** per annum.

The details are as below:

Particulars	Annual CTC (in ₹)
Basic Allowance	₹ 2,24,422
House Rent Allowance	₹ 89,769
Special Allowance	₹ 1,78,001
Leave Travel Allowance	₹ 15,000
Employer Contribution to PF	₹ 26,931
Employee Contribution to PF	₹ 26,931
Fixed CTC	₹ 5,61,054
Gratuity	₹ 10,795
Medical Insurance	₹ 28,151
Net Salary (B)	₹ 6,00,000
Variable Pay	₹ 80,000
Joining Bonus	₹ 1,20,000
Annual CTC	₹ 8,00,000

*A **Joining Bonus** of Rs.1,20,000/- is awarded to you which will be paid in two equal instalments. The first instalment will be paid along with third month's salary and the second instalment will be paid after completion of one year. This bonus would have to be reimbursed to the Company in the event of termination of your employment, due to any reason, within two years from the date of joining.

As a full-time employee of 42Gears, you would also be eligible for the following benefits:

1. Medical insurance: Medical insurance coverage for Rs.2,00,000/- per annum for you, parents, spouse and two children.
2. Gratuity: Gratuity will be paid as per the provisions of the Payment of Gratuity Act, 1972.
3. Variable Pay: Employee is eligible for variable pay in September & March. Employee must finish probation period to avail variable pay in the respective cycles.

Place of Office: Bangalore, Karnataka

By signing/ confirming to the below mail you agreed to join **42Gears.**

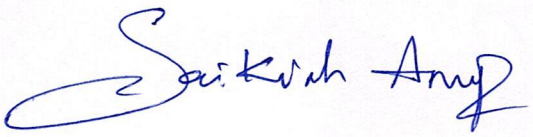
You will be getting a formal offer letter outlining the terms and conditions of your appointment on joining 42Gears.

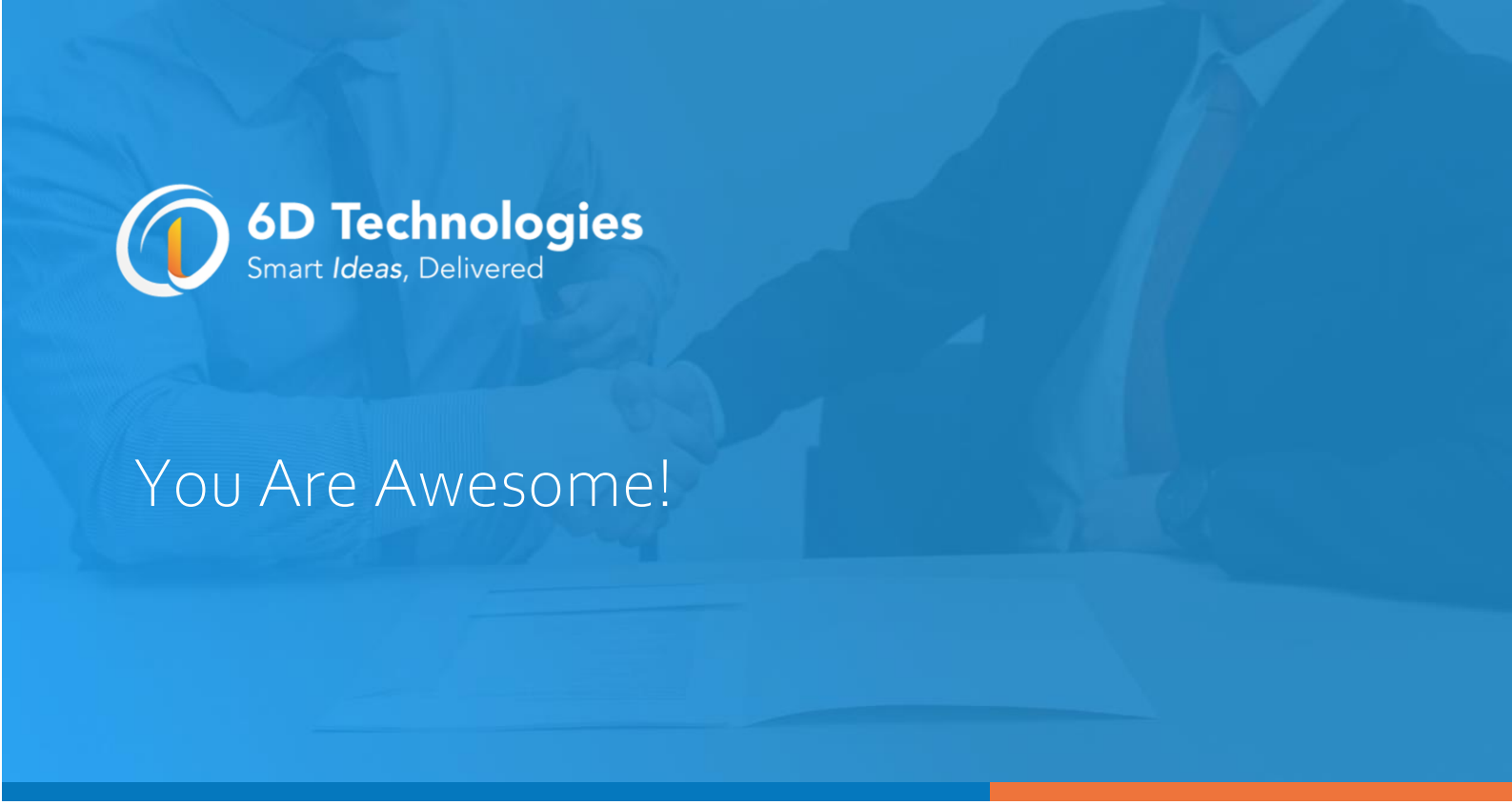
For **42Gears Mobility Systems Private Limited**

Authorised Signatory



Acknowledged and accepted by
Name: ...Paritala Saikrishna Anoop
Date : ...22/10/2021





Offer Letter

Six Dee Telecom Solutions

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076. INDIA.
Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

Santosh Hugar **2/25/2022**
8317396328

Santuhugar88@gmail.com

Dear Santosh Hugar,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Assisstant Manager - Technical Presales**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

PLACE OF WORK:

Your work location will be **Bangalore** office**.** The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

BENEFITS

A. ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

B. General Mediclaim:

You will be eligible for General Mediclaim Policy starting from the date of joining.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

SEPARATION:

A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

E. Statement of Facts:

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know- how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, _____, s/o/d/o _____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature _____ Date _____

(Santosh Hugar)



To,

Name : Yash Pareek

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Yash Pareek,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Abhinav Manikanta Jagadeeshbabu

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Abhinav Manikanta Jagadeeshbabu,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Arjun Upadhayay

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Arjun Upadhayay,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Chetan Shivanand Ambagonda

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Chetan Shivanand Ambagonda,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Gauthami Karana Kumar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Gauthami Karana Kumar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Haasini Thumbavanam Sridharan

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Haasini Thumbavanam Sridharan,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Harshitha C Suresh

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Harshitha C Suresh,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Kumari Ritika Rani

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Kumari Ritika Rani,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : T Manjunath Niveditha

Re: Important information post your clearance of the interview process during the Campus Visit

Dear T Manjunath Niveditha,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Moksha Praveen Jain

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Moksha Praveen Jain,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Nandini Vijay Kumar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Nandini Vijay Kumar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Omsri Sainadh Reddy Yarram

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Omsri Sainadh Reddy Yarram,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Patil Aishwarya

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Patil Aishwarya,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Ruthu Devadan

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Ruthu Devadan,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sanjana Arvind Girimaji

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sanjana Arvind Girimaji,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sathvik Nijalodi Ganesh

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sathvik Nijalodi Ganesh,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks**- Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
- Annual fixed compensation for the fiscal will be INR 5,41,500; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 46,028. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 6,37,528
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 13,000
- Maximum Annual Total earning potential + Total Additional Benefits - INR 6,50,528/-

  You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sparsha Yadav M

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sparsha Yadav M,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

Date: 04/25/2022

Vansika Singh

C10988665

D-101, Adarsh Hill Apartments, Kumaraswamy Layout, Opposite Dayananda Sagar Institutions, Bangalore - 560078

8095487800

Dear **Vansika Singh,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Advanced App Engineering Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.

• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

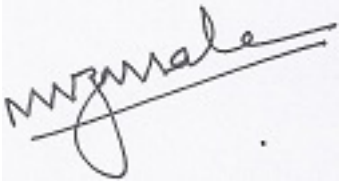
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Vansika Singh

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	5,41,500/-
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	46,028/-
Maximum Annual Total earning potential(A+B)	5,87,528/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 50,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) Notional Insurance Premium paid by Company	INR 9,100/- INR 11,600/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 658228/-

(E)##Additional Discretionary Reimbursements Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(F)Optional opportunity to participate in the Employee Share Purchase Plan Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 8,100/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 5,41,500. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two

components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus of INR 50,000/- payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation

assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Vansika Singh

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



To,

Name : Yashwanth.G

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Yashwanth.G,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

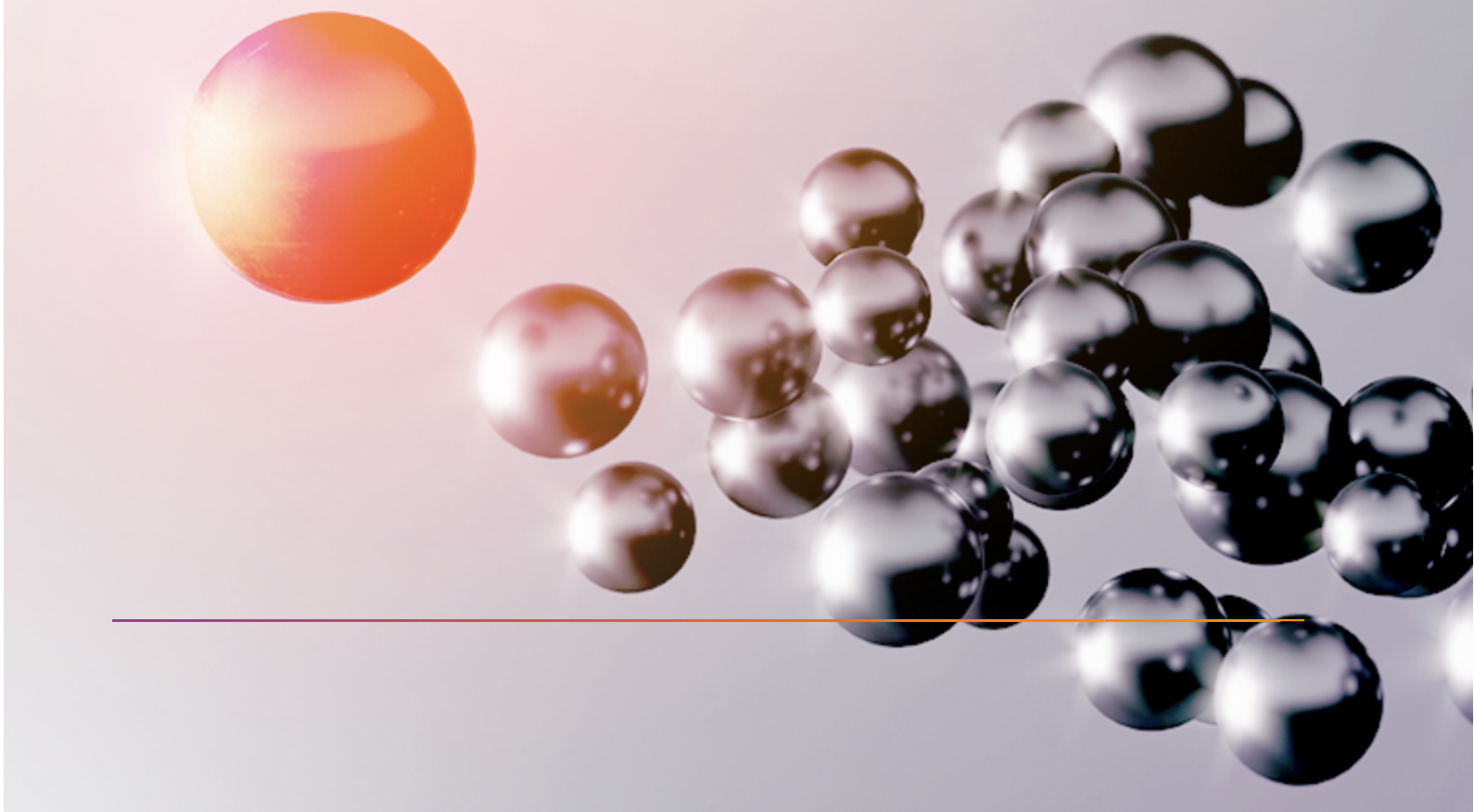
"This is an electronically generated document does not require signatures"

ACCOLITE DIGITAL

Transforming The Future, Now

Offer of Employment

Great Place To Work. Certified SEP 2021–SEP 2022 INDIA



ABOUT US

Accolite Digital is an innovative, best-in-class digital transformation services provider, successfully delivering design driven complex digital transformation initiatives to leading Fortune 500 clients. We do so by through our differentiated offerings, best-in-class delivery, deep and long-standing customer relationships, and top-tier engineering talent comprising a team of bright and passionate technologists.

Our differentiated offering span digital product engineering, cloud and DevOps, data and AI, customer experience, cyber security, and design services. We provide these services across banking and financial services, insurance, technology media and telecom, healthcare, and logistics industries.

Founded in 2007, today with a headcount of over 2500, Accolite has a presence across the United States, Canada, and Europe and has digital labs in Bangalore, Hyderabad, Gurugram, and Chennai.

COMPANY OVERVIEW

Founded	2007
Headquarters	Addison, Texas, USA
Digital Labs	Bangalore |Hyderabad | Gurgaon | Mumbai | Chennai
Other Locations	London |New York | San Francisco | Tampa | Nashville
Strategic Investor	New Mountain Capital, $ 33B+ AUM Private Equity

DIGITAL SERVICES

- Digital Product Engineering
- Cloud Engineering & DevOps
- CX & Design
- Cyber Security

KEY VERTICALS

- Banking Financial Services, Insurance
- Technology, Media & Telecom
- Healthcare
- Logistics

RECOGNITIONS

Great Place To Work. Certified OCT 2020–SEP 2021 INDIA

zinnov ZONES

'Established Player' in Zinnov Zones for Digital Engineering Services, 2020

Recognised as an INSPIRING LEADER

Inspiring Leader: C-Suite Category

Inc. 5000



Dear **Aditya Bansal**,

Congratulations on your selection at Accolite Digital, a best-in-class digital transformation services provider. I am delighted to extend this offer of employment to you.

At Accolite Digital, our mission is to solve our client's most complex digital challenges by engaging the brightest of technical minds, such as you. We believe in creating a work environment that enables our people to pursue their careers and balance their personal and professional goals so that we can achieve extraordinary results by winning together.

As a workplace, our culture is about openness, inclusion, and the willingness to take on the toughest challenges while doing the right thing every time. Being certified as a 'Great Place to Work' recognizes our robust value systems and reinforces our focus on creating a happy, healthy, and safe workplace.

With a team comprising the best & brightest technical minds, we believe in having a proactive and client-centric approach to deliver positive business outcomes.

We count on your abilities and believe that you will be a valuable addition to our team. I look forward to having you onboard soon and together achieve our vision to scale to a $1B+ organization.

Wishing you a long and rewarding career at Accolite!

Best regards,
Leela Kaza
Founder & CEO

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Aditya Bansal

21st July 2022

Dear **Aditya Bansal,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **Software Engineer.** Your annual CTC will be **INR 8,00,000/-** and we would like to have you begin working with us on **1st August 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

Signature Aditya

Accolite Digital India Private Limited, (Hereinafter, "Accolite")

Employment Terms and Conditions

1. Compensation and Benefits:

Your annual fixed compensation would be **INR 7,20,636/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. Variable Pay: Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 43,238/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. Tenure Bonus: You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st August 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature 

3. Place of Posting & Transfers:

You will be initially assigned to **Gurugram.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. Probation:

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. Conduct to be in accordance with Accolite Rules, Regulations, Policies:

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

6. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature Aditya

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature 

11. **General:**

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature 

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. **Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

Signature _____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 30,026
House Rent Allowance	INR 12,011
Special Allowance	INR 5,799
Flexible Basket	INR 10,417
Total Gross Monthly Cost (A)	**INR 58,253**
Total Gross Monthly Cost - Annualized (B)	**INR 6,99,036**

Annual Components	
Provident fund	INR 21,600
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 17,331
Total: Annual (C)	**INR 57,726**

Other Components	
Variable Pay	INR 43,238
Total - Other Components (D)	**INR 43,238**

Total Annual Cost to Company (B)+(C)+(D)	**INR 8,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 1,25,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 60,053
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components.
Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as special allowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

Signature Aditya

07-Jul-22

To,

Employee Name	**: L, Vanishree**
Employee Code	**: 105687**
Designation	**: Software Engineer**
Department	**: Technology - Other Automation**

Dear Vanishree,

Congratulations!

As per your Employment agreement dated **07-Apr-22**, you have been on probation for 3 months.

We are pleased to confirm your services as **Software Engineer** with Altisource Business Solutions Private Limited., with effect from **07-Jul-22** basis your performance during this period**.**

The terms of your employment and compensation remain unchanged. You will continue to be governed by the policies and procedures of the organization, as applicable.

We appreciate your contribution and commitment to Altisource and wish you a successful career with the company.

Wishing you the very best.

Warm regards,

for **Altisource Business Solutions Private Limited**



_____

Somnath Mitra
Vice President, People Solutions

May 13, 2022

Mr. Arun Kumar

Bangalore

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Arun,

Welcome to Amadeus!!

We are very pleased to offer you the position of **Software Engineer 1** at Grade **G7** with Amadeus Software Labs India Private Limited ("Amadeus Labs"). We hope that Amadeus will provide you with a satisfying and challenging work environment along with a successful growth path.

Your annual Gross Fixed Salary will be **INR 10,00,000 (Rupees Ten Lakh(s) Only)** In addition you will be eligible for an Annual Corporate Bonus - Maximum of **INR 85,464 (Rupees Eighty Five Thousand Four Hundred and Sixty Four Only)** subject to the rules of the bonus scheme. A detailed compensation package is enclosed as the "Compensation Letter", which is Annexure 1 to the Employment Agreement attached here to as Exhibit A.

These and other terms and conditions of employment that will affect your employment are contained in Exhibit A. A Checklist of Documents you must bring to work is attached as Exhibit B.

In the event of any termination of employment by the Company for cause (misconduct, or fraudulent, dishonest or undisciplined conduct of the Employee, or insolvency or conviction of the Employee for any offence involving moral turpitude, or breach of any terms of this Agreement or Rules of the Company or other documents or directions of the Company by the Employee, or any unauthorized absence of the Employee from the place of work, or closure of the business of the Company) or if the Employee submits his resignation to the Company for any reason within the first twelve months from the date of joining, then in such event, the Employee will be liable to reimburse any relocation expenses and tax allowances, or payments made in lieu of relocation, incurred or reimbursed by the Company and any loan the Employee may have received from the Company during his/her Employment.

Any repayment by the Employee will be due and payable to the Company or will be deducted from any amounts due to the Employee from the Company, including without limitation any salary, bonuses, vacation or other paid leave, severance or separation pay and expense reimbursements, up to the full amount of the Employee expense owed to the Company, subject to applicable law. If such deduction does not fully satisfy the amount of reimbursement due, you agree to immediately repay the remaining unpaid balance to the Company failing which the Company has the right to withhold the Relieving/Experience letter.

The terms of your engagement shall be governed by the provisions of the Employment Agreement as well as the internal policies, guidelines and regulations of Amadeus as issued and adopted by Amadeus from time to time. Your commencement date as well as the terms of employment may be altered unilaterally, at the management's discretion at any time prior to you joining Amadeus.

We are looking forward to the prospect of a long and productive relationship between you and the Amadeus team. Please advise us of your decision at your earliest convenience and feel free to contact me with any questions that you may have. You are expected to accept this offer and join Amadeus labs on August 10, 2022. This offer will expire if not accepted and joined by August 10, 2022.

Yours sincerely,

For Amadeus Software Labs India Private Limited

_____

Leetha Prajesh
Director- People & Culture
Recruitment and Compensation & Benefits

Encl: Checklist of Documents

Exhibit A

COMPENSATION LETTER

The Employee shall be entitled to receive compensation in accordance with the terms set forth in this Compensation Letter for any and all the services of every nature rendered and to be rendered by the Employee in connection with his employment with the Company as laid down in this Agreement in India. The Employee shall be bound by the terms and conditions set forth in this Agreement.

Name	Arun Kumar
Designation	Software Engineer 1
Level	G7
Location	Bangalore

MONTHLY COMPENSATION STRUCTURE	INR
Basic	25000
HRA	10000
Bonus / Ex-gratia (if any) *	1500
Special Allowance	42633
TOTAL BASE SALARY (A)	79133
Provident Fund (Company Contribution)	3000
Gratuity	1200
TOTAL RETIRALS (B)	4200
MONTHLY FIXED SALARY (A+B)	83333
ANNUAL GROSS FIXED SALARY (D)	1000000
ANNUAL BONUS – TARGET (E) **	85464
Total CTC (D+E)	1085464
Additional Benefits (F)	
Relocation Benefits: Applicable for employees relocating from another city to Bangalore. This benefit includes transportation of goods	20000
Insurance Benefit: This benefit is the company contribution towards the Group Mediclaim- INR 5L/ Group Term Life- 2X fixed salary/ Group Personal Accident- 2X fixed salary	21700
Certified Learning Assistance Program Applicable per calendar year upon completion of 6 months in Amadeus Labs towards any number of certifications/subscriptions	50000
Total CTC (D+E+F)	1177164

Leetha Prajesh
Director- People and Culture
Recruitment and Compensation & Benefits

Note: * Bonus and Ex – Gratia, if any – This component will be paid on a quarterly basis and adjusted against any statutory bonus pay out, if applicable Employee contribution towards ESI, if applicable as per government regulations, will be reflected under deductions in the monthly pay-slip.

** Annual Bonus is determined by individual and company performance. The break-up mentioned here constitutes the 'maximum' of individual performance (8%) and 'on target' company performance (4%), the total constituting 12% of annual base salary. The annual bonus component is paid out in April every year for eligible employees.

Exhibit B

CHECKLIST OF DOCUMENTS

Please bring the photocopies of the following documents along with the **ORIGINALS** when you report for work**, which is MANDATORY.**

- 1. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets)
- 2. Four passport size photographs (**only with grey background**).
- 3. Copy of PAN Card
- 4. Aadhar Card
- 5. Permanent address proof- for which you may provide a copy of any one of the below only
    - Aadhar Card
    - Passport
    - Driver’s license

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Vishwanath Hiremath
19, flat 5, 2nd floor Ganesh Mansion, 1st cross Kothnurdinne main road
Bengaluru
560078
IN

Dear Vishwanath,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Prod Compliance Sr. Associate** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Oct-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **Prod Compliance Sr. Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**453,100** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer`s and the employee`s provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 With effect from 08/15/2022, this agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:

a) Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;

b) Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.

It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee. You are being offered this position at Job Level 3, which corresponds to a 1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

months' notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:NANDURI VENKAT SATISH CHANDER
Date: 2022.10.10 20:55:17 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Rohit K
20, flat 8, 2nd floor, 1st cross Kothnurdinne main roadBengaluru
560098
IN

Dear Rohit,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Prod Compliance Sr. Associate** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Oct-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **Prod Compliance Sr. Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**453,100** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer`s and the employee`s provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 With effect from 08/15/2022, this agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:

a) Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;

b) Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.

It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee. You are being offered this position at Job Level 3, which corresponds to a 1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

months' notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:NANDURI VENKAT SATISH CHANDER
Date: 2022.10.10 20:55:17 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

ARTECH
INTELLIGENCE IS HUMAN

Great Place To Work. Certified MAY 2022–MAY 2023 INDIA

Sub: Letter of Intent

Dear D Chaitanya Srikar,

Congratulations!

We are happy to inform you that we have decided to offer you the position of **"Associate Recruiter"** at our **Bangalore** office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us on **18th July 2022**. Your total cost to the company would be **INR 4,68,000 (Four Lakhs Sixty Eight Thousand Only- Including Benefits) Per Annum.** You are entitled for a monthly gross salary of INR 30,000.

(There will be a standard deduction of INR 172/Month)

During your traineeship period of initial two months, you will be designated as "Trainee – RPO'' and post successful completion of training as an ''Associate Recruiter''.

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

Please carry all the original documents as listed below at the time of joining, along with one set of photocopies:

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy
6. Aadhar Card Number

In case any documents/references don't correspond to the claimed information, the offer extended would stand null & void and would lead to withdrawal of the offer.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

Your appointment letter will be handed over to you once the background check is completed satisfactorily.

You are expected to serve the organization for a minimum period of 18 months or else a retribution amount of Rupees One Lakh (INR 1,00,000) would be imposed to recover the tangible and intangible cost incurred on you.

You are requested to sign and return a copy of this letter as a token of acceptance of the terms and conditions.

We welcome you to the Artech family and look forward to a long-term fruitful relationship.

Wishing you all the best!

Thanking You,
Yours Sincerely,
For Artech Infosystems Pvt. Ltd.
Anand MN
(Deputy General Manager - Human Resources)

Acknowledgment Letter

Company Profile:

Artech is the largest Women & Minority owned IT staffing firm in the US, with US$ 725 million in annual revenues and a footprint across the globe. Artech was formed almost 3 decades ago and today, with commitment to providing best in class workforce solutions based on applied human intelligence, Artech works with over 85 Fortune 500 clients across USA, Canada, India, and China.

At Artech, ***we value human intelligence.***

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

I am very pleased to accept the position of **Associate Recruiter - US IT Recruitment.**

I have attended the pre-placement presentation by Artech and have clearly understood the roles and responsibilities of the position along with the company's policies & benefits.

I am aware of the fact, that the job profile is in **Night shift** from **7:00 PM till 4:00 AM or 9:00 PM till 6:00 AM.**

I acknowledge the fact that at the time of joining Artech, I will have to sign a **Service level agreement (SLA)** for a period of **18 months.**

I am excited to join Artech & look forward to a rewarding career ahead.

I accept the term & conditions stated above.

Thanking you,
Regards,

_____(sign here)

Date:_____
College: _____

AUTODESK

24 May 2022
Debjit Das

Dear Debjit,

Congratulations! We are thrilled to offer you employment with Autodesk India Pvt. Ltd. ("**Company**"). An offer from Autodesk means that many people here want you to join our unique and passionate family. The terms and conditions of your employment with the Company are detailed in this letter and attachments (together "**Employment Agreement**").

In order for us to move forward, please electronically sign and return the offer letter along with all enclosure documents, including the export control questionnaire by 5:00 pm on 27 May 2022.

If you have any questions, please reach out to KRISHNA CHATURVEDI at krishna.chaturvedi@autodesk.com.

Congratulations again. We sincerely hope you join us soon!

Warm Regards,

Nikki Glasgo
Global Head of Talent Acquisition

I have reviewed and accept the offer of employment on the terms and conditions as set out in the documents comprising the Employment Agreement.

_____

Debjit Das

_____

24 May 2022

Enclosures: Terms of Employment (sign)
Code of Business Conduct
Code of Business Conduct Acknowledgement (sign)
Employee Nondisclosure and Assignment Agreement (sign)
Autodesk Global Worker Data Protection Notice
Autodesk Global Worker Data Protection Policy

TERMS OF EMPLOYMENT

AUTODESK

1. POSITION, REPORTING AND LOCATION

Position. The Company will employ you in the position of Software Development Engineer, Job code no. 5101 or such other position of an equivalent status as determined by the Company from time to time.

Reporting Relationship. You will report to Arun Valakottial, Manager, Software Development or such other position as directed by the Company from time to time.

Location. You will be located in the Company's office at Pune ("**Place of Employment**"). Your Place of Employment may vary from time to time as required by the Company. The Company may relocate your job at its discretion.

Travel. The Company may require you to travel domestically and internationally for the purpose of performing your duties, using such transport as reasonably directed and paid for by the Company.

2. COMMENCEMENT AND TERM

Commencement. Your employment will begin on 13 June 2022 ("**Commencement Date**"). This will be your service date with the Company for all service-related entitlement purposes.

Probationary Period. Your initial employment will be for a Probationary Period of three months. During this period, the Company will monitor your suitability for continued employment. During the first 89 days of your Probationary Period, the Company may terminate your employment by providing 15 days' notice or by paying you your Base Pay, as defined below, for such period in lieu of notice. Your employment will be deemed confirmed if it continues past the end of the Probationary Period. The Company reserves the right to extend the period of probation at its sole discretion.

Term. Your employment is intended to be for an indefinite period subject to your successful completion of the Probationary Period and termination in accordance with the Employment Agreement and the requirements of applicable law.

3. PAY AND BENEFITS

Sign-On Bonus. You will be paid a gross sign-on bonus of INR ₹50,000.00less applicable tax and other deductions required to be withheld by the Company ("**Sign-On Bonus**"). You will receive the Sign-On Bonus less applicable tax and other deductions required to be withheld by the Company. You will receive the Sign-On Bonus on the first Company pay date after the Commencement of your employment. You must be employed on that pay date in order to receive the Sign-On Bonus. If you resign from your employment with the Company for any reason at any time within twelve months following your Commencement Date, you must repay to the Company the full net amount of any Sign-On Bonus paid to you.

Base Pay. Your annual salary is INR ₹1,000,000.00("**Base Pay**"). The initial components of your Base Pay are detailed in **Schedule A** of this Employment Agreement. You will be paid on a monthly pay cycle on pay dates established by the Company. Your Base Pay includes payment for all hours you work (whether part of normal working hours or not) and public holidays (whether you work on those days or not), subject to the requirements of applicable law.

Discretionary Pay and Benefits. Any pay and/or benefits apart from your Base Pay will be discretionary. We set out below key current discretionary pay and benefits. Information about any other discretionary benefits will be provided to you separately. The Company may stop providing or change these discretionary pay and benefits and the terms on which they are provided at any time. Should the Company do so, you will not be eligible to receive any pay or benefits in lieu of these. That the Company has provided these discretionary pay or benefits in the past does not create any commitment for it to do so in the future.

- **Autodesk Incentive Bonus.** You will be eligible to participate in the applicable discretionary annual Autodesk Incentive Plan ("**AIP**"). Your starting annual AIP target incentive amount is 6% of your Base Pay. The decision whether to grant an AIP award to an eligible participant as well as the amount of any award is discretionary. The details regarding AIP are set out in the applicable annual AIP.

- **Restricted Stock Units.** The Company will recommend to the Autodesk Inc. Board of Directors ("**Board**") that at a meeting following commencement of your employment, subject to applicable law and the rules of the applicable Autodesk employee equity plan, you be granted restricted stock units ("**RSUs**") with a value of $20,000.00 (**USD**). These meetings generally occur quarterly. At the time of grant, this value will be converted to a specific number of RSUs based upon the average stock price over the 20 trading days immediately preceding the date of the Board meeting. Any such grant (and any future grants, if applicable) will be subject to applicable law, the terms and conditions of the applicable Autodesk employee equity plan and RSU agreement, which you will be required to sign as a condition to receive any RSUs. Where tax withholding is required, the Company will withhold the required amounts on your behalf.

- **Employee Stock Purchase Plan**. You will be eligible to participate in the applicable Autodesk International Employee Stock Purchase Plan ("**ESPP**"). Your participation in the ESPP will be subject to rules of the plan as well as applicable law. Where tax withholding is required, the Company will withhold the required amounts on your behalf.

- **Provident Fund:** You and the Company will pay contributions into the provident fund as required by law and Company policy from time to time.

Other. To the extent permitted by law, the Company may deduct from any monies it pays to you any monies you owe to the Company. All payments made to you under this Employment Agreement are subject to deductions and/or withholdings as required by applicable law. You are responsible for the payment of income tax payable in respect of any payments and benefits made to you by the Company in respect of your employment. The Company will reimburse you for reasonable business expenses that you incur while performing your duties, subject to and in accordance with the Company's applicable expense policies.

4. WORK HOURS AND SCHEDULE

Your normal work schedule is 9.30 a.m. to 6 p.m. on Monday through Friday, for a total of 40 hours a week, excluding meal and rest breaks. From time to time as reasonable, the Company may modify your normal work schedule and hours in its discretion.

5. DUTIES

You agree to perform your duties to the Company to the best of your ability. In performing these duties, you must:

- Follow the law;

- Follow Company policies including, but not limited to the attached Code of Business Conduct, which is incorporated into this Employment Agreement by reference;

- Act in the Company's best interests; and

- Devote your time to Company work during working hours and not perform work for any other entity without the Company's prior written consent.

6. LEAVE

You are entitled to sick leave and 17 days' annual vacation in accordance with applicable Company policy and law. Unless stated otherwise, any payouts for vacation and leave will be based on your Base Pay only.

The Company will grant any other leaves in accordance with applicable law and Company policy.

AUTODESK

You must notify the Company immediately of every absence from work and its probable duration. Upon request by the Company, you must promptly provide the Company with reasons for the absence. If you take sick leave, you must provide a medical certificate for any absence of more than 3 days.

7. TERMINATION

Termination Without Notice. The Company may at any time terminate your employment without notice or any payment in lieu of notice if you are guilty of serious misconduct as defined by local law, including without limitation:

- Willfully, or deliberately, behaving in a way that is inconsistent with your obligations under the Employment Agreement, including each of its attachments;
- Committing any act or omission that causes imminent, or serious, risk to the health or safety of a person or the reputation, viability or profitability of the Company's business;
- Engaging in theft, fraud or assault in the course of your employment; and/or
- Engaging in unlawful harassment and/or breaching the Company's sexual harassment policy; and/or Refusing to carry out a lawful and reasonable instruction.

Termination With Notice or Pay in Lieu Of. After the first 89 days of the Probationary Period, you or the Company may terminate your employment without cause by providing the greater of one month's notice or the amount of notice required by local law. You agree you are not entitled to any additional payments, except as required by law.

Once notice is given, the Company may choose to: (1) have you continue to work in your current or another role during the notice period; or (2) direct you to not report to work during the notice period; or (3) if it has given notice, terminate your employment with immediate effect by paying you your Base Pay for your notice period (or any remaining part of your notice period), (4) if notice has been given by you, at its sole discretion waive all or part of the notice period, or allow you to pay in lieu of the notice period (or any remaining part of the notice period), or (5) implement any combination of (1) through (4).

If the Company chooses to have you serve out the notice period and directs you to not report to work, during the notice period, you must not perform work, attempt to contact any Company customers or, partners, attempt to contact any Company employees about work, or come to work premises without the Company's prior written consent to do so. However, you must remain available for the Company to contact you as needed during all work days. In addition, you will not be able to retain access to the Company's electronic networks, nor your Company-provided computer or mobile phone, if any, unless authorized by the Company.

Termination for Ill Health. If, at any time, you are prevented on account of ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform the Company and supply it with such details as may be required, and if you are unable by reason of ill-health or accident or disability, for a period of 3 months or more to perform your duties hereunder, the Company may forthwith terminate your employment.

You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of this Employment Agreement for any reason whatsoever.

8. RETIREMENT AGE

The Company's retirement age is 58.

9. CONDITIONS OF EMPLOYMENT

AUTODESK

Your employment is conditioned on your doing the following prior to employment with the Company and the Company resolving these issues to its satisfaction:

- Your obtaining all employment and/or visa approvals from the relevant government authorities to enable you to work for the Company in the Place of Employment.

- If requested, your agreeing to and completing an employment and background check and on the Company's satisfaction with the results of any required checks. Should the Company learn that you provided false information in connection with these checks, it may terminate your employment with no payment in lieu of notice or any other compensation to you.

- Your completing an Export Controls Questionnaire and the Company's satisfaction that it can obtain all licenses it may need to employ you based on the information you provide.

- Your disclosing in writing any interest you may have which may create an actual or perceived conflict of interest with your employment by the Company. Generally, a conflict of interest exists when a personal interest or activity interferes or has the potential to interfere with your professional judgment or your responsibility to the Company because it is inconsistent with the Company's interests. For example, a conflict of interest may exist if, while you are employed by the Company, you are a consultant for, have an affiliation with or a financial interest in, an Autodesk customer, reseller, distributor or competitor.

- Your disclosing to the Company any ongoing legal obligations you have to a prior employer or another party, including obligations not to compete, to solicit customers or to solicit employees, which may prohibit you from working for Autodesk or doing your job fully.

The Company may rescind your offer of employment or take appropriate disciplinary action against you, up to and including terminating your employment without notice or pay in lieu of notice if any of these issues are not resolved to the Company's satisfaction.

10. **DATA PROTECTION**

You are required to review the Autodesk Global Worker Data Protection Policy and review and sign the Autodesk Global Worker Data Protection Consent form attached to this Employment Agreement.

11. NON-SOLICITATION

During your employment with the Company and for six months after the termination of your employment with the Company for any reason, you agree that you will not do the following:

- Solicit or encourage any employee of Autodesk, Inc. or any of its subsidiaries (collectively, "Autodesk" and individually "an Autodesk company") to terminate his or her employment within Autodesk, or
- Solicit or encourage any Customer to purchase goods or services from a Competitor.

For purposes of this provision, "Solicit" means to lure or approach with a request or invitation. A "Customer" is an individual, company, or entity: that has purchased or purchases from an Autodesk company or one of its authorized resellers or distributors any products or services of an Autodesk company; and about which you obtained confidential or proprietary information during your employment with the Company, or for which you were responsible for or assigned to during the last one (1) year of your employment with the Company.

A "Competitor" includes any business that develops, markets, sells or licenses products and services similar to, or which otherwise compete with, an Autodesk company's products and services. By way of example only, some of the Competitors include, but are not limited to, Dassault Systemes, Inc. and its subsidiaries DS Solidworks Corp., DS Enovia Corp. and Parametric Technology Corporation. This list is meant to be illustrative only and the parties expressly agree that application of the non-solicitation covenant will not be limited to enforcement against only these companies.

AUTODESK

12. Agreement

You agree to keep the terms of the Employment Agreement completely confidential and not disclose any information concerning it to anyone other than your immediate family, legal counsel, and/or financial advisors who agree to be bound by this provision.

This Employment Agreement constitutes the only agreement between you and the Company regarding the terms and conditions of your employment. It supersedes any and all previous agreements and representations regarding your employment, whether written or verbal. The Company may change the terms of the Employment Agreement in its discretion as allowed by local law.

In the event that one or more provisions of this Employment Agreement is determined to be invalid or unenforceable for any reason, the remainder of the Employment Agreement shall remain in full force and effect. Copies of the Employment Agreement are as valid as the original. The failure of either party to insist on performance of any provision of the Employment Agreement is not a waiver of its rights under such provision.

The Employment Agreement shall be governed by and construed in accordance with the laws of India. You and the Company each irrevocably consent to the exclusive jurisdiction of the courts in the state in which you provide services for any matter arising out of or relating to the Employment Agreement, unless otherwise required by local law.

By signing below, you are acknowledging that you have read and understand the Employment Agreement and are knowingly, willingly and voluntarily agreeing to all the terms of it.

SIGNED by Debjit Das

_____

_____

Date

SIGNED for and on behalf of Autodesk India Pvt. Ltd

AUTODESK

Nikki Glasgo
Global Head of Talent Acquisition

Date



Schedule A

Base Pay Components

Fixed Components (Rs):500,000
Basic Salary Amount

Flexible Components (Rs):250,000
House Rent Allowance Amount

Other Flexible Components (Rs):250,000
Leave Travel Allowance Amount
Telephone Reimbursement Amount
Fuel Allowance Amount
Books And Periodicals Amount
Gift Voucher Amount
Meal Voucher Amount
Special Allowance Amount

Please Note : In addition to the Base Pay, the Employer PF contribution will be at 12% of Basic

The Company may adjust the flexible components of your Base Pay, or the structure of its allowances, in its discretion from time to time. Any increase to the Base Pay will be discretionary and subject to and on basis of effective performance and Company results. You will be solely liable for your personal tax liabilities, and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The breakdown of the remuneration may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions.

AUTODESK

Autodesk India Private Limited
11F, 36/3-B, Koregaon Park Annex, Mundhawa Road, Ghorpadi, Pune, Maharashtra 411001, India
Phone +91 6680 4444 | Fax +91 20 6680 4567 | **www.autodesk.com**

Registered Office : Unit A-4, 'A' Wing, 2nd Floor, Divyasree Chambers, Langford Road, Bangalore-560 025.
PHONE +91 80 4119 9900 | **FAX** +91 80 2229 8845 | www.autodesk.com

CIN No. : U72200KA1998PTC024308

10th March 2022
Praveen R

Employment Offer

Dear Praveen,

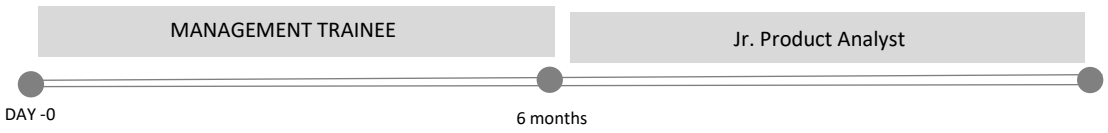
Congratulations - We are thrilled to invite you to embark on a journey with BlueTree, A leading implementation and services partner for Contract workforce management software, BlueTree provides more than just technical expertise.

BlueTree is a global IT product company that develops innovative products in the area of workforce management and optimization. With unparalleled experience and comprehensive technical capabilities, we create products that our customers are happy to use and recommend. BlueTree has developed best in the class enterprise-level B2B platforms focused on External workforce management (contract, temp, vendor supplied) and Large facility /security workforce platforms. BlueTree's Contract Employee Management System (CEMS), is an innovative and comprehensive cloud-based B2B multi sided platform that brings contractors and principle employers to manage / control the operations and addressing the complete Contract Workforce Management Lifecycle

With BlueTree, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the service of the Consultancy industry.

Your Journey with us – Overview & Structure

Over 6 months of training and subsequent years of employment, you will be learning and delivering value real-time every day.



Day - 0 to 6 months: Induction & Training with BlueTree

During your training period you will be mentored and monitored to develop and grow your skillset and toolset to be able to work on all the current products of the company. You will undergo an immersive training in BlueTree's unique ecosystem to develop a problem-solving mindset. At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and you will be ready to start your full-time employment with BlueTree.

TERMS & CONDITIONS

Commencement date:
Commencement of internship/job would be communicated at least 1 month prior to the start of the program.

Compensation:
Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company will be as mentioned below.

General:
This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time. The employee has to serve a notice period of 90 days in case of resignation.

You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.

You may write to us at hr@bluetree.in for any queries regarding this offer.
Registered Office:
Unit 11, 8th Floor, Innovator Building, ITPL,
Whitefield Road, Bangalore - 560 066;
Ph: 080 - 40915010; Web: www.bluetree.in
BlueTree Consultancy Services Pvt Ltd

Governing law:
This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:
Please acknowledge your acceptance by signing below. We look forward to your association with BlueTree and wish you all the best for a long and exciting career here.

Sincerely,

_____

Shreya Bandopadhyay
Manager – Human Resource

Declaration
I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

_____
Candidate name

_____
Signature

_____
Date

BlueTree
Focusing on Customer Excellence

Annexure -I

Annexure I - Annual Compensation & Benefits Plan (FY 2022-23)		
Name	Praveen R	
Designation	Management Trainee	
Components	**Monthly Value**	**Annual Value**
Basic	13430	161160
HRA	5372	64464
Conveyance	1600	19200
Medical Allowance	1220	14640
Special Allowance	0	0
Total Gross	**21622**	**259461**
Employer Medical Insurance	424	5088
Employer PF	1612	19339
Gratuity	646	7748
Bonus	583	6996
Total CTC		**300000**
Insurance & Medical Benefits for FY 22-23.....(B)		
Group Medical Coverage (Self+Spouse+2 Children+ Parents)		

Note:
1. Annual Compensation & Benefits includes Fixed Compensation and Insurance Coverage.
2. Salary structure of the company may be altered/modified at any time by the management and your Annual Compensation & Benefits Plan may accordingly be altered/modifed from time to time.
3. Salary, Allowances, Incentives and all other payments/benefits will be governed by the Company rules as well as statutory provisions in force from time to time and subject to Tax Deductions at Source.
4.Personal tax liability arising out of compensation will be borne solely by the employee.
5. This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager and HR.
#Shift Allowance shall be applicable only for the employees working in night shifts and payable for that specific period.

FNG18CS00206

blueoptima

BlueOptima
3rd Floor Coburg House
63-67 Newington Causeway
London, SE1 6BD
Tel: +44 207 100 8740
--
Galvanize Phoenix,
Suite 150,
515 E Grant St,Suite #103
Phoenix, AZ 85004
Tel: +1 6468441924

Agnihotri Ashish SanjayKumar
C/O: Sanjay Kumar Agnihotri
B-7, Mansarovar Duplex,
Behind Maninagar railway station,
Maninagar(East), Ahmedabad
Gujarat- 380008
India

Thursday, 05 August 2021

Regarding: Internship and Graduate Software Engineer Role at BlueOptima

Dear Ashish,

We are delighted to offer you the role of Software Engineering Intern at BlueOptima on the terms set out below:

Monthly Stiped (INR)	₹ 30,000.00

We are also offering you Full Time Employment (FTE) as a Graduate Software Engineer which begins on successful completion of your internship on the terms set out below:

Representative CTC (INR)	₹ 10,00,000.00
Salary Review	12 Months

Please note that salary will be reviewed after 12 months on the basis that you are performing to an outstanding level as an engineer within our team. Based on what we have seen from your impressive results achieved through your interview process we have every expectation that you will achieve this high standard.

We are very excited at the prospect of you joining our team, Ashish, and look forward to taking BlueOptima to the next level of growth and product success with you.

Yours Sincerely,



David Gorton
Head of People

This is to confirm that I have received the Offer of Employment on _____.
I hereby accept this Offer and intend to join service in January 2022 _____.

Name:
Address:
Signature:
Date:

BlueOptima
3rd Floor Coburg House
63-67 Newington Causeway
London, SE1 6BD
Tel: +44 207 100 8740
--
Galvanize Phoenix,
Suite 150,
515 E Grant St,Suite #103
Phoenix, AZ 85004
Tel: +1 6468441924

Riya Dharmanand Savant
D/O: Dharmanand Savant
H.no 6/S2, Kamat Gardens
Near St. Xaviers College Dattawadi
Mapusa Bardez
Goa- 403507
India

Thursday, 29 July 2021

Regarding: Internship and Graduate Software Engineer Role at BlueOptima

Dear Riya,

We are delighted to offer you the role of Software Engineering Intern at BlueOptima on the terms set out below:

Monthly Stiped (INR)	₹ 30,000.00

We are also offering you Full Time Employment (FTE) as a Graduate Software Engineer which begins on successful completion of your internship on the terms set out below:

Representative CTC (INR)	₹ 10,00,000.00
Salary Review	12 Months

Please note that salary will be reviewed after 12 months on the basis that you are performing to an outstanding level as an engineer within our team. Based on what we have seen from your impressive results achieved through your interview process we have every expectation that you will achieve this high standard.

We are very excited at the prospect of you joining our team, Riya, and look forward to taking BlueOptima to the next level of growth and product success with you.

Yours Sincerely,



David Gorton
Head of People

This is to confirm that I have received the Offer of Employment on 30/07/2021**.**
I hereby accept this Offer and intend to join service in January 2022 Savant**.**

Name: Riya Savant
Address: Goa
Signature: Savant
Date: 31/07/2021

YASHASWI

NEEM Trainee Reg.No. : **580438** **Date:- 18/Oct/2022**

NEEM TRAINEE CONTRACT LETTER

To,
Dheeraj D,
No 15, 14th main, 2nd cross, Adarsha Layout, Hongasandra, Bengaluru south, Karnataka - 560068 - 560068

Dear Dheeraj D,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as **"NEEM TRAINEE"** in **"THE BOSCH LIMITED , BIDADI"** subject to the following terms and conditions :

1. The Period of training shall be 12 months with start date 17/Oct/2022 and end date 16/Oct/2023.

2. You will be paid consolidated monthly stipend of Rs.22000.00/-

3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a labourer or work shall not apply to or in relation to you.

4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.

5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.

6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a proforma prepared and approved by Yashaswi as NEEM Facilitator.

7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee -
i. If you secure gainful employment (on production of copy of the appointment letter) and
ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
iii. Absent from on the job training for more than 3 days without permission.
iv. Any kind of disciplinary issue
v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.

YASHASWI ACADEMY FOR SKILLS
CORPORATE OFFICE : YASHASWI HOUSE, LANE NO. 15, PRABHAT ROAD, PUNE-411004, MAHARASHTRA, INDIA
t : +91 20 6749 2727 | e : information@yashaswigroup.in | w : www.yashaswigroup.in
CIN : U80903PN2014NPL151080

YASHASWI

9. The contract for On the Job Training can be terminated by giving one month notice or one month stipend pay in lieu of notice to the NEEM trainee with or without reason.

10. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.

11. As per NEEM notification amendment dated 15th June 2017 vide clause no. 15.1 the stipend shall be paid at par with the prescribed minimum wages for unskilled category & 15.2 Remuneration / Stipend shall be paid as a single consolidated amount and such payment will not attract any statutory deductions or payments applicable to regular employees i.e. PF/ESI etc., since the NEEM contract assures training and does not constitute employment.

12. Yashaswi as NEEM Facilitator will formulate a "Training Program" for the training NEEM Trainee and shall make suitable arrangements for facilitating the same.

13. NEEM Trainee shall be imparted training according to normal hours of work of the department in the establishment to which he/she is attached for training.

14. The Stipend for a particular month shall be paid in time.

15. Monthly Training Assessment Charges : Rs.100/- monthly fees would be applicable for the Third Party Training Assessment as part of the training programme and the same shall be deducted from the monthly Stipend payable.

For Yashaswi Academy for Skills,

VADIRAJ YADONATH INAMDAR - 555115
Authorized Signatory
Date:- 18/Oct/2022

ENDORSEMENT

I hereby confirm acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by Yashaswi as NEEM Facilitator or any guarantee of employment. I also undertake that I am pursuing my studies and I was never member of Provident Fund.

Accepted & Agreed

(Signature of Trainee)
Date:-18/Oct/2022

YASHASWI ACADEMY FOR SKILLS
CORPORATE OFFICE : YASHASWI HOUSE, LANE NO. 15, PRABHAT ROAD, PUNE-411004, MAHARASHTRA, INDIA
t : +91 20 6749 2727 | e : information@yashaswigroup.in | w : www.yashaswigroup.in
CIN : U80903PN2014NPL151080

BOSCH

To,

Ms. Sneha B S
D/O, B N Srinivas, 36th Cross, 26th Main
Jayanagar 9th Block, Bangalore
Karnataka-560069
India

Bosch Automotive
Electronics India Pvt. Ltd.
Building 703, Naganathapura
P.B. No. 10029
Electronics City Post Office
Bangalore - 560 100
India

PAN No. AADCB4330L
CIN No. U29221KA2008PTC045987

NhP1/HRL 01 September 2022

Graduate Apprenticeship Program

Dear Ms. Sneha B S

Please refer to the Personal Interview you had with us for the above program. We are pleased to inform you, that you have been selected for the position of Graduate Apprenticeship Program in our Company at Naganathapura. The training program starts with effect from 08.09.2022 and the duration of the training will be one year from the date of your reporting for training.

1 During the training period, you will be paid a consolidated stipend and will be entitled to certain allowances which is as follows:

Sl.No	Particulars	INR per annum
1.1	Consolidated Stipend	2,75,000/-
1.2	Special Allowance	2,75,000/-
	Total	**5,50,000/-**

2 Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, Other than what is mentioned in clause above.

3 You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act 1961 and Apprentices (Amendment) Act, 1973 & 1986.

4 Please note that you will have no right or claim for employment in the Company's Bangalore unit or in any other units of the Company, after completion of your training.

BOSCH

5 Your engagement as "Graduate Apprentice" will automatically cease at the end of the stipulated period of your training as per this contract.

6 You will be governed and shall abide by the Rules and Regulations of the Company & Apprentices Act in force from time to time.

7 This appointment letter is issued on the understanding that all the information given by you in the prescribed application form is correct, true and complete. If it is found at any time that the information given by you in the prescribed application form is not correct, not true or you have knowingly suppressed any information, the Company will have the right either to withdraw this letter before you commence your training with us or to terminate your training, at any time and without any notice or compensation, after you have taken up training with us. This offer of appointment is provisional, subject to your being declared medically fit by Company's Medical Officer.

8 In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 1960, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us.

9 Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

Yours Faithfully,
For Bosch Automotive Electronics India Private Limited,

(Srinivasa B A)
General Manager - Human Resources.

(Vikrama K V)
Senior Manager - Human Resources

I accept the terms and conditions of my engagement as "Graduate Apprentice", as stipulated above.

Name: Sneha B S

Date: 01.09.2022

Signature:

Place: Bangalore

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

Letter of Appointment

Dated: - 16-Jun-2022.

Dear S Abhishek Reddy,

This is with reference to your application and subsequent interview with us. We are pleased to inform you that you have been selected for the position of **Cloud Support Trainee**.

Brio Technologies Private Limited is pleased to offer you a job as a **Cloud Support Trainee.** You will receive an annual salary of CTC Rs.**1,80,000** per Annum **(One Lakh Eighty Thousand**), your monthly Take Home will be around Rs.**10,773/-** (**Ten Thousand Seven Hundred and Seventy Three** only). We trust that your knowledge, skills, and experience will be among our most valuable assets.

Your appointment will be effective on the Date of Joining i.e 11-July-2022.

We think you have a good sense of the challenges and needs we face. You have all the competencies and capabilities for success in this role. You will make a difference in our support department. You will add tremendous value to our team and will help us better understand as well as plan for and meet those challenges. We hope that you will accept this offer and advise us in writing at an early opportunity of the date that you are prepared to be on board.

If you have questions or need additional information, please do not hesitate to call.

We all look forward to working with you and welcoming you to the Brio Family!

Sincerely,

Syed Abdul Hakeem
Authorized Signatory

Accept Job Offer

By signing and dating this letter below, I, S Abhishek Reddy, S/o. Shiva Shankar Reddy, Resident of Bangalore, accepted the job offer of **Cloud Support Trainee** by Brio Technologies Private Limited.

Signature:  Date:18/06/2022

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

(Salary Breakup)

Temporary Emp Code	**1027**	
Emp Name	**S Abhishek Reddy**	
	2022	
	Yearly	**Monthly**
Fixed (A)	**145,766**	**12,147**
Variable	**0**	**0**
Other Benefits (B)	**12,000**	**1,000**
Employer Contribution (C)	**22,234**	**1,853**
Total CTC	**180,000**	**15,000**
Monthly Take Home	**129,279**	**10,773**
Avg Take Home Incl Variable Pay	**129,279**	**10,773**
***Health Benefit will be paid separately**		
Fixed Components		
Basic	43,730	3,644
HRA	17,492	1,458
Conveyance	9,600	800
Medical Allowance	15,000	1,250
Special Allowance	59,944	4,995
Gross Salary-(A)	**145,766**	**12,147**
Other Benefits-(B)		
Health & Fitness	12,000	1,000
Employer Contribution-(C)		
ESI	4,738	395
PF	15,393	1,283
Gratuity(4.81 % on Basic)	2,103	175
Deductions - (D)		
ESI	1,094	91
PF	15,393	1,283
Professional Tax	0	0
TDS as per your declaration		

Note:- CTC will be revised to 3.6LPA on successful completion of 3 months probation period.

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

Note:-

- It is expected that individual compensation packages would not be shared with other employees.
- Variable Pay/Performance Linked Pay will be released on quarterly basis and it is purely based on your performance . If you are leaving the organization in the middle of the quarter the Variable Pay/Performance Linked Pay will be not considered in F&F
- The above compensation structure is subject to change without affecting emoluments adversely.

Annexure-B

1. **Probation & Commitment period.**

(A) You shall be on probation for a period of 3 months from the date of joining and your services will be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
(B) You have to give a commitment for 24 months. 3 months probation period and another 21 months after the probation period.
(C) If you wish to leave the organization without completing the commitment period, the company will not provide you the experience & relieving letters and the salary of that particular month.
(D) You should avoid taking leaves in the probation period unless unavoidable due to medical reasons.

2. **Goals Achievement.**

(A) You have to meet the Monthly/Quarterly goals as assigned to you by the head of your department/Seniors/Company from time to time, in case of non-fulfilment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

3. **Performance Appraisal.**

(A) Your salary will be reviewed in January of each year upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
(B) Employees will be eligible for the appraisals who completed eight months of service and will only be eligible for salary revisions.
(C) Revision of Salary will be at the discretion of the management.

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

4. Hours of work.

(A) Office timings 9:30 AM to 6:30 PM
(B) A working day shall consist of 9 hours, irrespective of shifts, which includes a break of an hour.
(C) Company may at any time, in its sole discretion, require you to work behind 9 hours a day.
(D) There will be five working days in a week.

5. Leaves & holidays

Holidays: We will have 10 holidays in a calendar year. List of holidays will be updated in Perk in the first week of every year.

Casual Leave:

(A) We will have 12 casual leaves in a year.
(B) Every month 1 leave day will be accumulated.
(C) We encourage you to take the leaves as you will be entitled to take a maximum of 10 casual leaves at a go.
(D) A maximum of 10 balance casual leaves will be carried forward to the next year.
(E) Balance leaves at the end of the year will be lapsed.
(F) Casual leaves should be applied well in advance in PERK and must be approved by the approving authority concerned before availing.
(G) In case of emergency, you need to report the same as early as possible. Intimation should be given about the leaves on the first day of absence, before 11:00 AM.
(H) You can also apply for a half day leave using PERK mobile or Web application.

Sick Leave:

(A) An employee is entitled to 9 days of Sick Leave which shall be credited to the employees account at the beginning of the calendar year.
(B) If you have joined in the middle of the year, your Sick leave entitlement will be prorated.
(C) Sick Leave cannot be clubbed with Casual Leave.
(D) Sick leave cannot be encashed or adjusted against notice pay at the time of separation.
(E) Sick leave is to be taken in cases of injury / illness to the employee. An employee must intimate his/ her manager over the phone before 11 AM.
(F) 2 or more days of Sick Leave will require a medical certificate from a qualified and registered medical practitioner.

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

Maternity Leave:

(A) Women employees must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months to go on maternity leave up to a maximum of 13 weeks.
(B) If you are on probation, you are entitled to avail maternity leave, provided the above condition is fulfilled.
(C) Maternity leave is restricted to two live births during the service with the company.
(D) During maternity leave you are entitled to get 3 months of the fixed gross salary and 3 months of work from home facility.
(E) The employee should give at least one month notice prior to the date of commencement of leave.

Paternity Leave:

(A) The male employee must have been on the rolls of the Company for at least 80 days in the 12 months immediately preceding the date of birth of the child.
(B) All eligible male employees are entitled to 5 continuous working days of paid 'Paternity Leave' following the child's birth for the first two deliveries only (could be prior to employment with Brio Technologies).
(C) The eligible employee must avail Paternity Leave within 45 days from the date of delivery.
(D) Paternity Leave cannot be taken in instalments; it should be continuous.
(E) In case of multiple childbirths, the entitlement would not increase for each child.
(F) The employee must apply for paternity leave at least 2 weeks in advance.
(G) Paternity leave will not be carryforward or Encashed.

6. Notice Period.

(A) You will be required to give a non negotiable notice period of 45 days in the event of resigning from your services from the company.
(B) In the event of separation of employment, leaves will not be adjusted against the notice period.
(C) Company can end your services without giving any notice during the probation period.
(D) After completion of probation the company may ask you to leave with a prior notice of 15 days or salary in lieu thereof.
(E) If you are leaving the organization without serving the notice period, the company will not provide you the experience & relieving letters

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

7. **Termination of Services with immediate effect:**

(A) The particulars furnished by you in your job application form during the interview or later during the tenure of your employment with the organization as the case may be are subsequently found to be incorrect.

(B) Your services are liable to be terminated without any notice of salary in lieu thereof for found guilty of misconduct, disobedience, inefficiency, negligence, misappropriation, insubordination, any physical damage of the company's property and or breach of duty and any of the terms and conditions of your appointment and also the rules and regulations of the organization as enforced from time to time.

8. **Restriction on joining Vendors/CLIENT/COMPETITORS**

You are required on behalf of Brio Technologies to provide services to, or solicit business from, or deal in the course of your employment, with various clients/vendors of Brio Technologies. In consideration of your employment with Brio Technologies, you shall agree, for a period of Twelve months following the termination of your employment with Brio Technologies for any reason, you shall not:

(A) Accept any offer of employment from any client or vendor, where you would have worked in a professional capacity for and or on behalf of Brio Technologies or its reseller partners/vendors, with that client or vendor in the Twelve months immediately preceding the termination of your employment with us.

(B) Accept any offer of employment from any competitor of Brio Technologies, if your employment with such a named competitor would involve you to work with a customer or a reseller partner with whom you would have worked in the Twelve months immediately preceding the termination of your employment with us.

9. **General:**

(A) You shall be subject to the various rules and regulations, administrative policies and other policies of the company which are time being in force or shall be formed and enforced from time to time. The management has absolute discretion to modify or review the regulations and the said policies from time to time with or without intimating you.

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

10. Gratuity:

(A) Employees who have worked at least five (5) continuous years with the Company will be eligible for gratuity payment as per the payment of Gratuity Act. 1972. upon leaving the company.

(B) For purposes of the gratuity payment, a term of service between six (6) months and twelve (12) months will be considered one (1) year of service.

(C) Gratuity = Last drawn Basic Salary × 15/26 × Completed years of Service (including a part of year in excess of six months)

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

EMPLOYEE NON-DISCLOSURE AGREEMENT

FOR GOOD CONSIDERATION, and in consideration of being employed by Brio Technologies Private Limited (Company), the undersigned employee hereby agrees and acknowledges:

1. That during the course of my employment there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:

(A) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, and research projects.

(B) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

2. I, **S Abhishek Reddy, S/o. Shiva Shankar Reddy,** agree that I shall not during, or at any time after the termination of my employment with the Company, use for others, or myself or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

3. That upon the termination of my employment from the Company:

(A) I shall return to the Company all documents and property of the Company, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

(B) The Company may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.

Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

(C) This agreement shall be binding upon me and my personal representatives and successors in interest, and to the benefit of the Company, its successors and assigns.

Company

Brio Technologies Private Limited
H.No.397, Plot no 40,
Road # 14, Banjara Hills,
Hyderabad–34, Telangana.

Employee

S Abhishek Reddy, S/o. Shiva Shankar Reddy,
#29, 2nd Cross, 4th Main Road, SLV layout,
Naganathapura, Bengaluru-560100.

Candidate Name - **Hanumesh M**
Designation - **Graduate Associate Engineer**

Compensation Sheet		
	Yearly	
Components	**Figures(INR)**	**Component description**
Basic	264,876	45% of FTE
House Rent Allowance	132,438	50% of Basic
*Special Allowance	191,300	(FTE Salary - (Basic + House Rent Allowance + Interim Statutory Bonus(If any))
Full Time Equivalent (FTE) Salary (A)	**588,614**	
Provident Fund (Employer contribution) (B)	31,785	12% of Basic
On - Target Bonus (C)	58,861	Where applicable, it is a percentage of Basic Salary, per annum on 100% pay-out, and may go up to 200% based on your eligibility (If Eligible) and your and company's performance.
****On - Target Incentive (D)**	-	This is the total target amount per annum (if Eligible), and the pay-out is based on 100% KPI achievement. The actual pay-out, however, could be in the range of 0 to 150% max depending on your KPI achievement.
Total Target Compensation (TTC) (E) = (A+B+C/D)	**679,261**	
Other Retirals - Gratuity	12,741	(Notional Amount) - shall apply as per Gratuity Act 1972

Benefits	
Medical Insurance	Coverage: INR 6,00,000 for Employee, Spouse and 2 dependent children
Group Term Life Insurance (only for yourself)	Coverage: 5 times of your annual Basic Salary or INR 10,00,000, whichever is higher
Group Personal Accident Insurance (only for yourself)	Coverage: 5 times of annual Basic Salary or INR 10,00,000, whichever is higher
Special Allowance	
LTA	Eligibility: INR 50,000 per annum
Car Lease Reimbursement	As per eligibility and existing car policy in place.
Sodexo Meal Voucher	Eligibility : INR 13,200 per annum (INR 1,100 per month), Please refer to details post your joining
NPS	10% of the Basic Salary

**** Above mentioned LTA, Medical, Car lease (Petrol & Driver) Reimbursement, Sodexo meal voucher and NPS, can be chosen basis your eligibility, post joining. The amount will be adjusted from Special Allowance respectively.***

- All Statutory Deductions like Employee PF, ESI, Professional Tax and Labour Welfare Fund (if & as applicable) will be made from the FTE Salary mentioned above

- Cab deduction (If Any), will be made from FTE Salary

In addition to this, subject to the terms of the joining bonus letter you will also be entitled for a one time Joining bonus amount of INR 1,00,000/- (Rupees One Lakh Only) which will be paid to you on your joining BT, along with the 1st month of salary. Please note this amount is recoverable pre taxation, if you leave the organization in a span of 12 months or less from date of joining.

In addition to this, subject to the terms of the retention bonus letter , you will also be entitled for a Retention bonus amount of INR 1,00,000 /-(Rupees One Lakh Only) after the successful completion of 12 months with BT from the date of your joining, with a claw back of another 12 months.

On- Target Bonus – *The bonus target is an indicative amount which you may be eligible to receive, at the Company's discretion, as per BT's bonus plan/policy, in the month of June.You may be eligible for a pro-rated payment for your first incomplete year of service, subject to the terms of the applicable bonus plan.*

(***) FTE – *This is the fixed salary, excluding the company PF contribution amount and OTB (Annual performance bonus)/ OTI(On Target Incentive), as applicable, from the Total Target compensation figure. To calculate your indicative monthly take home salary, pre Income tax, please reduce your contribution of EPF/ESI (if applicable) from FTE figure, and divide the amount by 12.*

14454

PRIVATE & CONFIDENTIAL

Sreesh Surendran
53, 2nd Cross, 2nd Block
Vishwapriya Layout, Begur Road
Bangalore
560068
India

October 01, 2022

Dear Sreesh,

EMPLOYMENT CONTRACT

This is your Employment Contract ('**Contract**') and contains the key terms and conditions of your employment.

Your employment is subject to you having the right to work in India and to our being satisfied with all pre-employment checks.

1. Commencement Date

1.1 Your employer is BT e-Serv (India) Private Limited (Company) having its registered office at Eros Corporate Tower, 11th Floor, Nehru Place, New Delhi, 110019, India. Your employment with the Company will commence on date set out in section 2 of Appendix 1 to this Contract.

2. Probation Period

2.1 The first six (6) months of your employment shall be a training and probationary period and subject to the provisions of this clause 2, your employment shall be deemed confirmed on completion of six months unless we extend your probation in accordance with clause 2.2 below. At any time during probation (including any extended probationary period), your employment may be terminated by either party with a written notice of one (1) month or payment in lieu thereof. We also reserve the right to terminate your employment without notice in accordance with clause 13.5.

2.2 Prior to the completion of your probation we may, at our discretion, extend your probation by a period three (3) months or such extended period as necessary and

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

as decided by the Company. You will be informed of such extension. The terms specified in clause 2.1 will continue to apply during any extended period of probation. However, you cannot seek an extension of probation as a matter of right.

2.3 During probation you will be required to undertake:
(a) an induction and orientation program;
(b) appropriate training necessary to deal with the operational requirement of your role; and
(c) any other requirement, which may be specified during your probation period.
In addition, your performance and suitability for continued employment will be monitored.
We reserve the right to terminate your employment at any time during the probation (including any extended period), if your performance, behaviour and/or conduct is found unsatisfactory.
Performance includes, amongst others, successfully clearing assessments/tests following the training undertaken specific to your team and role.

3. Role and Duties

3.1 You are employed in the role, title and reporting structure as set out at Section 1 of Appendix 1 to this Contract.

3.2 You may be required to undertake such other duties as the Company may reasonably require from time to time. If your duties or position with the Company changes for any reason, then the terms of this Contract (including clause 12) will continue to apply, unless expressly varied in writing.

3.3 During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behavior, attendance and performance. In particular you will:
(a) unless prevented by ill-health, devote the whole of your working time, attention and abilities to the business of the Company and not undertake any outside work without the written consent of the Company;

(b) diligently perform the duties assigned to you by the Company;

(c) agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings, etc. and in any other form that may be required by the Company) of your work (including all inventions and proprietary information as per the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be made available to and remain the sole property of the Company at all times;

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

(d) comply with all reasonable and lawful directions given to you by the Company;

(e) report any wrongdoing or proposed wrongdoing by you or any other person working with the Company including any employee, director, apprentices, contract workers, suppliers, customers of the Company;

(f) allow the Company to inspect, at any time with or without notice, any property situated on the Company's premises and owned by the Company, including disks, computers, other storage media, filing cabinets or other work areas, which is in your possession or control;

(g) use your best endeavours to promote, protect, develop and extend the business of the Company;

(h) comply with applicable BT policies, as introduced and amended from time to time;

(i) comply with our ethics code: The BT Way, as amended from time to time;

(j) comply with BT's safety and security requirements at all times; and

(k) familiarise yourself with all BT policies, our ethics code, processes etc. Lack of knowledge will not constitute a defense against breach of any policy, code, process, or law.

3.4 We may at any time during the term of your employment require you to undergo medical examination and/or pathological tests including drug and alcohol tests, by a Company recommended doctor(s) and consultants. You agree to disclose any report produced in this connection with us and for us to discuss the report with any doctor or consultant we deem suitable, including the one who examined you. Should you refuse, we will make a decision on your suitability to continue in our employment on the basis of the information available to us. We may also seek such tests and reports in disciplinary matters and you agree to provide these.

3.5 You agree to comply with the Company's codes, policies and procedures, as available on the BT intranet or as published or notified by the Company. These documents may be reviewed and updated from time to time and shall continue to apply to you in their updated form.

BT e-Serv (India) Private Limite
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tow
Opp. International Trade Tow
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

4. Location

4.1 Your normal place of work is set out in section 3 of Appendix 1 to this Contract.

4.2 You agree that the Company may also require you to work at or relocate to such other office, or premises occupied by the Company, any BT Group company, or its customer both in India and outside. This will be with prior notice and may be either a temporary or permanent requirement.

4.3 You also consent to the transfer of your employment to another BT Group entity in India or outside India at any time during your employment. Such change may be temporary or permanent.

4.4 You agree to travel on Company business for the proper performance of your duties both within India and outside. Such travel shall be arranged and undertaken in accordance with applicable Company policies. Please ensure you follow the applicable process and have the necessary approval before incurring any business expenses.

4.5 You may also be required to travel for training, knowledge transition, deputation or secondment. In such cases, you may be required to sign a bond and/or service agreement as may be necessary.

5. Salary

5.1 Your Full Time Equivalent (FTE) salary is INR 588614 per annum (12 months) which shall be payable monthly in arrears directly into your nominated bank account. A complete breakdown of your full compensation package is set out at Appendix 1 of this Contract.

5.2 All payments received by you from the Company will be subject to statutory deductions as required by law including but not limited to statutory deductions like Employee Provident Fund (EPF); ESI, Professional Tax and Labour Welfare Fund (if & as applicable). You agree that you shall be personally responsible for the settlement of all of your taxes arising from your employment with the Company and indemnify the Company against any claims or liabilities which the Company may be required to pay on your behalf.

5.3 Subject to the increment policy of the Company, your FTE Salary will be reviewed annually and may be increased from time to time at the Company's discretion without affecting the other terms of your employment. There is no obligation to award an increase and there will be no review of your salary after notice has been given by either party to terminate your employment. Please note subject to the

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

increment policy of the Company if you join the Company after 1 January, your first pay review will not be until June of the following year.

5.4 Subject to the applicable laws in India, at any time during your employment, or upon its termination, you consent to the Company deducting from FTE salary (or from any other payments due to you) any money which you may owe to the Company at any time.

5.5 The Company will contribute towards all statutory benefits as required by the applicable laws in India.

5.6 The Company shall deduct 12% of your basic salary per month towards your share (employee's contribution) and make a matching contribution of the same amount towards the employer's share.

6. Interim Statutory bonus and Discretionary Bonus/Incentive

6.1 If you are eligible to receive statutory bonus under the Payment of Bonus Act, 1965 (Bonus Act), we will pay you the same, calculated in accordance with the Bonus Act.

6.2 You may be considered for a discretionary bonus/incentive in accordance with the relevant plan applicable to your role at the time. Such plans are subject to revision from time to time.

6.3 Under the current discretionary bonus/incentive plan for your role, your indicative discretionary bonus/incentive is set out at Section 6/6A of Appendix 1 to this Contract.

6.4 Whether a discretionary bonus/incentive is paid, and if so, the actual amount, is subject at all times to our discretion taking into account business and individual performance, as well as the terms of the applicable plan. Any bonus/incentive payment shall be purely discretionary and shall not form part of your contractual remuneration under this Contract.

6.5 You agree to be bound by the terms and conditions of the applicable bonus/incentive plan and acknowledge that you have no right to a bonus/incentive if you do not meet any of the eligibility or payment requirements under the applicable plan. We reserve the right to change the plan applicable to your role or withdraw it altogether at any time.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

7. Employee Benefits

7.1 You will be eligible for such employee benefits which may include insurance as set out in Section 8 of Appendix 1 to this Contract in accordance with the Company's prevailing policies. Your eligibility to receive any benefit(s) is subject to: (a) the sole discretion of the Company; (b) and in respect of insurance, in addition to the above, your being accepted by the insurer under the insurance policy and the terms, conditions and exclusions of the policy; our right at any time to seek and obtain insurance on different terms and levels of benefits as compared to the terms applicable at the commencement of your employment.

8. Annual Leave

8.1 The Company's annual leave cycle is from 1 April to 31 March. Your annual leave entitlement is set out in Section 7 of Appendix 1. If your employment starts or finishes part of the way through the annual leave cycle your entitlement will be calculated on a pro-rata basis (rounded up to the nearest half day).

8.2 You will be paid your salary at a daily rate during the annual leave availed by you. Annual leave must be availed in line with the applicable leave policy which includes your making a formal request to your line manager on the leave portal.

8.3 You are also entitled to certain public holidays. HR publishes this list of public holidays at the beginning of each calendar year. The list of public holidays is decided ever year by the Company in line with applicable law and the operational requirements of each business unit.

8.4 The Company encourages you to take all of your annual leave entitlement in the year in which it accrues. Any annual leave balance will be carried forward in accordance with the Company policy. Consequently, you agree to forfeit the leave that cannot be carried forward in line with the applicable company policy.

8.5 Subject to applicable law, we will not pay you in lieu of accrued but untaken annual leave except on termination of employment. This payment shall be calculated at the rate of your daily FTE salary rate and as per law. If you have availed leave in excess of your accrued entitlement at the time of cessation of your employment, you consent to our deducting an amount in respect of this excess leave from the payments due to you. You agree this arrangement is principally for your benefit.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169326
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 [illegible]
Fax: +91 11 4103 4438

www.bt.com

8.6 In addition to annual leave, you are entitled to sick leave as part of statutory leaves. Such leave shall accrue and will be managed in line with Company policy and applicable law.

9. Normal Working Hours

9.1 You are employed to work a minimum of 40 hours per week. These hours are exclusive of any rest intervals/ meal breaks prescribed under law. This is a fixed shift, however, we reserve the right to change your days and hours of work at any time and any change will be communicated to you in advance. You may be required to undertake shift work, which may include working on night shifts, holidays and on weekends as may be necessary for the proper performance of your duties and to meet operational requirements of your business unit. You will be informed in advance of such working.

10. Other Employment/Occupations

10.1 You agree not to engage in any outside employment or occupation, during the course of your employment, without the prior written approval of the Company, particularly which:

- may cause your work at BT to suffer;
- is pursued while you are at work or during working hours;
- may contravene the Company guidelines about protecting commercially sensitive or other business information;
- may undermine or conflict with your position as a BT employee;
- is connected with goods or services that BT provides; or
- is in competition with BT or in conflict with its interests.

10.2 You agree that before the commencement of your employment, and at any time thereafter, to immediately notify the Company of any situation which may give rise or gives rise to a conflict of interest in respect of your role and of any engagement external shareholding or involvement that you have in any business or employment other than BT. You further agree to disclose prior to executing this Contract, any conflict of interest situation, whether of a financial, non-financial or a personal nature.

11. Retirement

11.1 Your age for compulsory retirement is 60 years. Your employment will terminate automatically on the last day of your 60th birthday month, unless extended by the Company, in writing.

12. Confidentiality, Proprietary Information, Inventions and Non-Competition

12.1 You agree that you shall keep confidential and not disclose, directly or indirectly, any confidential information shared with you by the Company or any BT

BT e-Serv (India) Private L
CIN: U72900DL2007PTC16
Registered Office:
11th Floor, Eros Corporate
Opp. International Trade
Nehru Place,
New Delhi - 110 019, Indi
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

Group company in relation to your employment, including but not limited to information on your salary, bonus, increment and any benefits. You further agree and acknowledge that any breach of this clause shall be deemed to be a material breach of this Contract that may result in the termination of your employment or institution of legal proceedings.

12.2 It is a condition of your employment that during and after your employment with the Company, you shall not disclose to any person without written consent from the Company, any trade secret or confidential information concerning the financial arrangements or position of the Company/BT Group company or of any dealings, transactions or affairs of the Company and/or BT Group's business. In line with this you acknowledge and agree to sign and abide by terms of the Employee Proprietary Information, Inventions and Non-Competition Agreement ('NDA') which shall be provided to you at the time of your joining, failing which your employment with the Company shall be terminated.

12.3 You must keep all confidential information safe and secure and to take all such steps as may be necessary to protect it against theft, damage, loss, unauthorised access (including access by electronic means) and to prevent confidential Information from falling into the hands of unauthorised third parties.

13. Termination of Employment

13.1 After successful completion of the probation period referred to in clause 2.1, the termination of your employment may be initiated by either you or the Company by serving a written notice of 2 Months. You will serve your complete notice period to effect complete and proper handover and to enable knowledge transition, in order to ensure business continuity. You agree and acknowledge that the Company shall have the right to terminate your employment, anytime during your tenure, irrespective of your seniority in the organisation or relevant department or your date of joining the organisation.

13.2 Notwithstanding the period of notice required under clause 13.1 above, Company reserves the right to immediately terminate your employment by paying you a sum equal to the FTE salary (as at the date of termination) in lieu of the period of notice required in 13.1 above (or, if notice has already been given, for the proportionate period of notice that remains). You do not have the right to receive a payment in lieu of your notice period unless we exercise discretion under this clause.

13.3 Once the notice of termination of employment has been issued by either party, we may direct you to desist from performing all or any part of your duties for part of or complete notice period; require you to remain away from the our premises; require you to abstain from engaging in contact other than social contact with any

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

apprentices, employees, vendors, directors or customers of the Company or the BT Group. However, if such directions have not been issued to you by the Company, you agree to perform your duties diligently during the notice period and assist with handover and other exit formalities.

13.4 Your employment may also be terminated, on the following, amongst other, grounds:

- being declared or becoming bankrupt or making any arrangement with or for the benefit of any creditors or have any court order against you in relation to your financial position

- insanity, senility, physical infirmity
- continued ill-health for a period of 3 (three) months unless extended by the Company;
- being declared medically unfit for employment by the Company's panel of doctors
- loss of confidence by the Company in your holding a position of trust and confidence,
- poor performance including incompetence in the performance of your duties, failure to perform normal responsibilities (where any of these is not deliberate or negligent)
- redundancy – including due to restructuring, reorganization, role realignment, rationalization, technical innovations, discontinuation of any shift working or closure or sale of the department or the Company
- ceasing to become eligible to work in India
- any other reasonable cause.

13.5 Your employment may be terminated without notice or payment in lieu thereof, if you are found guilty of misconduct (i.e. a serious breach of: your terms of employment, our ethics code, any Company or BT Group policy/procedure including misconduct which in Company's opinion, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust with the Company), such misconduct includes, but is not limited to:

- disobeying a reasonable and lawful instruction of the Company
- unauthorized absence either short-term repeated absence or a continuous absence for more than 10 days or 8 days where it follows a period of authorized leave
- discrimination, bullying or harassment of any person (including sexual harassment)
- committing or being accused of, charged with, or arrested for a criminal offence including an offence which in Company's opinion

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

affects your position as an employee or impacts the reputation of the Company

- serious breach of any provision of your terms of employment or any internal policies or committing any other serious or repeated breach or non-observance of any of the provisions of your employment, including the terms of the NDA or this Contract.
- serious breach of any provision of your terms of employment or any internal policies or committing any other serious or repeated breach or non-observance of any of the provisions of your employment, including the terms of the NDA or this Contract.
- making false, vicious or malicious statements, public or otherwise against the Company/BT group or any employee or director of the Company/BT group
- loss of confidence by the Company in your holding a position of trust and confidence
- unauthorised use, processing or disclosure of personal / sensitive / confidential data
- riotous, violent, disorderly, indecent, offensive or improper behavior or the commission of any act subversive of good, professional and proper behavior
- being under the influence of alcohol, illegal drugs or other illegal substances
- being in the possession of liquor, narcotics, weapons, explosives, ignitable or inflammable materials within Company premises
- committing or abetting any illegal or unlawful act or omission
- misuse of BT assets and/or property including but not limited to BT's brand, its name, its customers'/suppliers' property, any facilities made available by BT to its employees
- brech of BT policies (including but not limited to our ethics code, anti-corruption and bribery policy, prevention of sexual harassment policy - India, gift and hospitality policy, security policies, health and safety policies, data protection policies, workplace relationship policies, conflict of interest policy etc., including any acts which are covered as gross misconduct in the prevalent policies, rules and or procedures). These are available on the BT intranet and HR Home or as are intimated to employees by the Company from time to time
- Except where permitted under Company policy, contacting any personnel of any other BT Group entity (other than the Company) to discuss matters in connection with your employment, cessation of employment and matters connected thereto; and refusal to deal with the concerned department of the Company in this regard

BT e-Serv (India) Private Lim
CIN: U72900DL2007PTC169
Registered Office:
11th Floor, Eros Corporate T
Opp. International Trade T
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

13.6 Where your employment is terminated by reason of the sale, transfer, outsourcing or amalgamation by the Company of the whole or any part of the Company's business, the Company shall be under no obligation to pay compensation for redundancy if the party acquiring the business or the part being sold, transferred outsourced or amalgamated, has offered you continuation of employment on terms of employment no less favourable as under this Contract and agrees to treat service with the Company as continuous service with the new employer.

13.7 The Company may suspend you while investigating any matter which the Company believes could lead to the Company exercising its rights under clause 13.5 above or taking any other disciplinary action, in keeping with the requirements under applicable laws.

13.8 In case of termination of your employment by the Company, if eligible under applicable laws, except where the termination is on account of misconduct or ill-health or any other grounds which are exempted under applicable laws, you may be entitled to severance pay, which shall be calculated in the manner prescribed under applicable laws. It is clarified that the determination of your eligibility for severance pay will be at the sole and absolute discretion of the Company. Further, please note that the amount of severance pay, will not be a matter of negotiation between the Company and any employee.

14. Obligations on Termination

14.1 On termination of your employment, for whatever reason, you shall:

(a) immediately return all Company property (including property leased by the Company) to the Company including all written or machine-readable material, confidential information, software, computers, credit cards, keys and vehicles. Withholding of Company property or refusal to return Company property at any point during your tenure or pursuant to termination of your employment, for any reason whatsoever, will be deemed to be an act of gross misconduct and you may be subject to appropriate legal action. The Company will reserve the right to take appropriate legal action against you for the recovery of its property and/ or will deduct the value of such property from any amounts due to you;

(b) not represent yourself as being associated with the Company and must not make any adverse comment, publicly or otherwise, about any member of the Company, any BT Group Company, or their employees or officers, whether on social media, print media or any other form of media, anytime during your employment or following cessation of your employment;

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

(c) assist the Company in any threatened or actual legal or other proceedings in which the Company or any of the BT Group companies are involved, for which you will be reimbursed all reasonable costs incurred where approval is given in advance; and

(d) as and when required, disclose any password, security access codes or other information used by you in the course of your employment and ensure to complete the exit formalities / clearances at your end.

15. Electronic Communication System

15.1 You agree that internet access and all Company electronic communication systems, such as electronic mail, instant messenger, the internet and voice mail, shall be made available to you only to carry out the legitimate business of the Company. You shall use all Company electronic communication systems for work purposes and refrain from using them for personal purposes.

15.2 You consent to the Company monitoring, recording, accessing, storing, extracting, intercepting or examining the aforesaid systems and any information on such systems including SPDI (as defined below) and your use of them for reasonable business requirements and in order to check if you are compliant with the Company rules or if there have been any illegal or improper use. Further, you accept that the Company may prohibit or restrict you from accessing them, at any time, if you are found to be in violation of any Company policy, at its sole and absolute discretion.

15.3 You agree that you have no expectation of privacy in the use of the Company's electronic communication systems and you shall comply with any electronic communication systems policies that the Company may issue from time to time.

15A Consent to the Company holding personal data/ information and data protection

15A.1 In accordance with the prevailing data protection laws in force from the date of your joining the Company, you consent to the Company collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and group companies (whether within India or outside), personal data such as residence address, telephone number, photograph, educational qualification, details of relatives, all employment related and compensation related information, government issued identification and related information ('Personal Data') and any sensitive personal data or information i.e. passwords, financial information, sexual orientation, physical / mental health condition, medical records or biometric information ('SPDI'), relating to you held either electronically or manually, and/ or collected during the course of your employment or at the time of your appointment,

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

for the purpose of the administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. Further, all Personal Data and SPDI collected/provided by you at the time of your appointment/during the course of your employment with the Company, will be handled in accordance with the applicable laws and Company's policy in this regard. Further, you agree to intimate us of any change in your personal data and/or SPDI within 7 (seven) working days to the Company.

15A.2 Your signing of this Contract, constitutes your express consent to the Company inter alia holding, recording, processing, using, disclosing and/or transferring the Personal Data for its business purposes in compliance with applicable law. You consent to the transfer, disclosure and sharing of SPDI by the Company, with any of the group companies and/or any third party for the purpose of compliance, risk management, operational purposes, administration and management of the business of the Company. You agree that the SPDI may be shared, without your prior consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. The Company may also, disclose your SPDI to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise co-operate with law enforcement or regulatory authorities.

15A.3 Subject to applicable law, the Company may, at its sole discretion, transfer SPDI to any other body corporate (as defined under the Information Technology Act, 2000) or a person in India, or located in any other country, that ensures at least the same level of data protection that is adhered to by the Company as provided herein.

15A.4 This clause should be read consistently and harmoniously with the relevant provisions of the NDA and the Data Collection Statement and you undertake to comply with the obligations set out under the NDA, Data Collection Statement and this Contract.

16. General

16.1 **Anti-Corruption and Bribery:** BT takes a zero tolerance approach to bribery and corruption. You must comply with BT's anti-corruption and bribery policy, a copy of which is available on the BT Intranet, and related procedures at all times. Failure to do so will be treated as a gross misconduct and disciplinary matter and may result in the immediate termination of your employment.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

16.2 **Warranties:** You warrant, other than what you have disclosed to the Company in writing:

(a) that you are not restricted from performing your duties arising from a restrictive covenant or other non-competition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;

(b) you will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

(c) that the credentials and any information provided by you including information touching upon your qualifications, experience and ability to perform the duties under this Contract are true and correct;

(d) you are entitled to work in India without any additional approvals and will notify the Company immediately if you cease to be so entitled during your employment. Further you agree that, upon request, you shall provide the Company with satisfactory evidence that you have the right to work in India;

(e) you have disclosed everything to the Company which may be material to the Company's decision to offer you employment under this Contract; and

(f) you are capable of performing the duties involved in the position.

16.3 **Indemnification:** Without prejudice to any other right available to the Company in law or under equity, you shall be liable to indemnify the Company, its affiliates, their directors, officers and employees, from and against all costs, losses and damages, claims, actions and proceedings arising out of or in connection with the breach or alleged breach of your representations and warranties under this Contract and/or your breach of applicable law. The Company shall be entitled to defend itself pursuant to this clause at your cost.

16.4 **Notice Under the Contract:** Any amendment, notice, or other communication under this Contract shall be sent by personal delivery or courier or email or by registered mail to the Parties at their respective addresses set forth below (or at such other address as a Party may previously have notified the other Party in accordance with this clause 16.4):

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

To the Company:
Attention : HR Director
Address : 10th & 11th floor, 4A &B Campus RMZ Eco world, Sarjpur-Marathalli Outer Ring Road, Bengaluru (Karnataka)-560103(RMZ-57-IN)

To the employee:
Attention : Sreesh Surendran
Address : 53, 2nd Cross, 2nd Block, Vishwapriya Layout, Begur Road, Bangalore, 560068, India
Email : sreeshsurendran.surendran@bt.com

All notices and other communications required or permitted under this Contract will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when sent.

The Parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Contract.

16.5 **Right to vary:** The Company reserves the right to vary any of the terms and conditions of this Contract and any of its internal policies at any time, which will be notified to you.

16.6 **Severability:** Part or all of any clause of this Contract that is illegal or unenforceable will be severed from this Contract and the remaining provisions continue in force.

16.7 **Survival:** The termination of this Contract shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Contract attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions of clause 12 (Confidentiality, Proprietary Information, Inventions and Non-Competition), clause 16.4 (Notices) and clause 17 (Applicable Law).

16.8 **Entire agreement:** This Contract (including the Appendix) and any document referred to in it constitutes the entire agreement between the Company and you as to its subject matter and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between you and the Company or any employee of the Company.

16.9 **Counterparts:** This Contract may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

17. Applicable law

17.1 This Contract may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

17.2 Any and all claims, disputes, questions or controversies involving the parties and arising out of or in connection with, or relating to this Contract, shall be subject to the exclusive jurisdiction of the Courts of Bangalore. This jurisdiction shall extend to the resolution of any claims, disputes, questions and controversies.

Look forward to you joining the Company

Yours sincerely

Ritesh Agarwal
Senior Manager, Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

DECLARATION/ACCEPTANCE

I, _____, s/o/d/o _____, accept employment with BT e-Serv (India) Private Limited under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature _____ Date _____

Name:

Government issued ID type and No.:

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

Appendix 1

Table of benefits

Section	Name	Sreesh Surendran
1.	Position & Career Level	Graduate Associate Engineer at Career Level F reporting to Vishal Koul
2.	Start Date	October 10, 2022
2A.	Date of Initial Hire	NA
3.	Normal Place of Work	10th & 11th floor, 4A &B Campus RMZ Eco world, Sarjpur-Marathalli Outer Ring Road, Bengaluru (Karnataka)-560103
3B.	Temporary place of work	NA
4.	Salary Package	As set out below
5.	Next Salary Review Date	June 01, 2023
6.	Bonus Entitlement	Subject to the terms and conditions of the prevailing bonus plan/policy, your bonus target is 10% of your FTE Salary.
6A.	Incentive Entitlement	NA
7.	Annual Leave As per policy	21 days
8.	Benefits	Group Medical Insurance Plan: Coverage of INR 6,00,000 for yourself; your spouse and 2 dependent children, as applicable to be availed as per the due process. Group Personal Accident Plan only for yourself : 5 times of your annual Basic Salary or INR 10,00,000, whichever is higher. Group Term Life Insurance Policy only for yourself : 5 times of annual Basic Salary or INR 10,00,000, whichever is higher.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

SALARY PACKAGE DETAILS:

Components	Yearly Figures(INR)
Basic	264876
House Rent Allowance	132438
Special Allowance **	191300
Full Time Equivalent (FTE) Salary (A)	588614
Provident Fund (Employer Contribution) (B)	31785
On Target Bonus (C)	58861
On Target Incentive (D)	0
Total Target Compensation (TTC) (E) = (A+B+C/D)	679261
Other Retirals Gratuity as per the Payment of Gratuity Act, 1972	12741

Total Target Compensation is subjected to deduction of Income Tax as per the prevalent Income Tax Act.

Basic – Basic salary is equal to 45% of your FTE.

HRA – HRA is given to the extent of 50% of your Basic Salary. HRA exemption is applicable as per Income Tax Act / Rules framed thereunder upon submission of original / genuine rent receipts.

Special Allowance **– Please refer to details post your joining.
LTA Eligibility: INR 50,000 per annum (If eligible)
Car Lease Reimbursement: As per eligibility and existing car lease policy in place. (If eligible)
Sodexo Meal Voucher: Eligibility – INR 13,200 per annum (INR 1,100 per month). Please refer to details post your joining.

NPS: 10% of the Basic Salary (If eligible)

Full Time Equivalent (FTE) Salary – This is a sum of your Basic Salary, HRA and Special Allowance (after exercising the options available above)

On-Target Bonus – This amount is not the maximum amount and can vary depending upon your individual performance. The payout depends on the

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

Organization's and your individual performance and such other factors as specified under the applicable bonus policy.

On Target Incentive – This amount is not the maximum or minimum amount and can vary depending upon your KPI achievements. It is the total target amount per annum which you can get if you achieve 100% of your KPI in all the four quarters respectively, as per the applicable incentive plan.

Employee Provident Fund – As per clause 5 of the Contract.

Gratuity – The Company provides gratuity on your exit from the Company as per the payment of Gratuity Act, 1972. The same is over and above the Total Target Compensation mentioned hereinabove and an employee's eligibility to receive gratuity and the concerned payout will be as per the Payment of Gratuity Act, 1972.

*Note: Above mentioned LTA, Car lease (Petrol & Driver) Reimbursement, Sodexo meal voucher and NPS, can be chosen basis your eligibility, post joining. The amount will be adjusted from Special Allowance respectively.

- All Statutory Deductions like EPF, ESI, Professional Tax and Labour Welfare Fund (if & as applicable) will be made from the FTE Salary mentioned above.

- Subject to applicable laws, in case you are eligible and opt for BT transport, a deduction (If any), in accordance with the Transport Policy of BT will be made from your FTE Salary.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

October 01, 2022

Joining Bonus

Dear Sreesh Surendran,

We are pleased to inform you that a Joining amount of **Rs. 100000/-** (Rupees One Lakh Only) will be paid to you on your joining BT, along with the 1st month of salary. Please note this amount is recoverable pre taxation, if you leave the organization in a span of 12 months or less from date of joining October 10, 2022.

Yours sincerely

Ritesh Agarwal
Senior Manager, Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

PRIVATE & CONFIDENTIAL

Dear Sreesh,

RETENTION BONUS

Further to your contract of employment with BT e-Serv (India) Private Limited (hereinafter referred to as the "Company") date October 10, 2022 the Company is pleased to inform you that, with the intent of retaining your services for a minimum period, the Company is offering to make a one-time lump sum incentive payment to you, which is designed to encourage you to remain a part of the Company for many years to come ('Retention Bonus'). The Retention Bonus has the following terms and conditions:

1. **Amount of Retention Bonus:** The amount of the Retention Bonus will be a one-time lump sum payment of **INR 100000 (Rupees One Lakh Only).**

2. **Retention Period:** Eligibility for Retention Bonus is subject to you remaining in employment with the Company for 24 months from your date of joining, October 10, 2022, ('Retention Period') and the other eligibility conditions specified below.

3. **Payment of Retention:** Subject to the eligibility conditions specified below, the Company will make an advance payment of the Retention Bonus to you upon completion of 12 months of continuous employment; such payment will be made to you together with the following months' (13th month) payroll. Please note that the Retention Bonus shall be subject to any applicable statutory deductions that the Company is obliged to make under law.

4. While the Retention bonus will be paid to you in advance at the completion of 12 months, subject to compliance with the conditions specified below, you acknowledge that such payment shall be a conditional payment and you shall be liable to repay the money to the Company should you not remain with the Company for the entire Retention Period.

5. **Eligibility Conditions:** You agree and acknowledge that if any of the following events were to occur either at or during the Retention Period then you shall not be eligible at all to receive the Retention bonus (or if the Retention Bonus has been paid to you, you acknowledge and agreed that you shall be liable to repay the same to the Company):

a. you have not completed your probationary period;

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

b. you have been or are being managed under any of the Company's disciplinary, attendance or performance procedures; or

c. you are on your notice period (whether served by you or the Company) for the termination of your employment.

d. you have been rated as Work to do during the first 12 months of your employment with the Company.

6. **Repayment:** As stated already, you acknowledge and agree that should you leave the Company after advance payment of the Retention Bonus has been made and prior to the expiry of the Retention Period, you shall be under an obligation to repay the Retention Bonus so received to the Company within [15] days from the receipt of a written request from the Company.

7. **Confidentiality:** You agree that in consideration for the Retention bonus, you shall maintain confidential and shall not, directly or indirectly, disclose the terms and conditions as set out in this clause, to anyone within or outside BT under any circumstances.

8. **General Terms:** You agree and acknowledge that the Retention bonus is only a one-time payment and that you shall not be entitled to the same in the coming years under any circumstances, unless otherwise agreed in writing. It is further clarified that the Retention bonus being a one-time payment will not be considered part of the "wages" for purposes of statutory payments/entitlements.

9. I trust you will find this offer pleasing and the terms acceptable. As such I would be grateful if you could please sign both copies of the letter to acknowledge your acceptance of the above Retention Bonus terms and conditions and then return one copy to the Company. This copy shall be maintained by the Company along with your contract of employment as a part of your personnel files.

Thank you for co-operation.

Yours sincerely

Ritesh Agarwal
Senior Manager, Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

DECLARATION AND ACCEPTANCE

I, **Sreesh Surendran**, understand and accept the terms and conditions of the Retention Bonus being offered to me and as set out above within this letter.

Signature: _____ Date: _____

Name: **Sreesh Surendran**

Designation: _____

Govt Issued ID type and No. _____

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel.: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com

Gmail

Shreyansh JV <shreyujina@gmail.com>

BT Provisional Offer (India) - Shreyansh Jinasen Vandakudari

BT Recruitment <noreply@resourcing.bt.com> Fri, 14 Oct at 1:13 PM
Reply-To: <noreply@resourcing.bt.com>
To: <shreyujina@gmail.com>
Cc: <nishita.jena@bt.com>

Dear **Shreyansh Jinasen Vandakudari**,

PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of **Graduate Associate engineer** at Career Level **F** with **BT eServ India Pvt Ltd** (Company/ BT) based out of **Bangalore**.

Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

The Pre-Employment Conditions

This provisional offer of employment is conditional upon you completing and fulfilling certain conditions, as set out below:

A. Confirmation that you are able to join BT on **October 21, 2022**.

B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, including but not limited to the following:

i. Identity check (including satisfactory evidence of your identity and residence in India)
ii. Immigration check (including satisfactory evidence of you holding a valid work permit:this offer and any contract based upon this offer is subject to you
holding/ retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your employment)
iii. Criminal record check
iv. Satisfactory references being provided by your previous employers
v. Educational qualifications check

C. Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction whether imposed by any government authority, or a current or former employer).

D. Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have adversely impacted our decision to extend this provisional offer.

E. Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (B) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.

F. If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.

G. Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for the proper performance of your duties and to meet business operational requirements.

H. Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence employment before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of **Gurugram or Kolkata**, and your annual FTE is -

• below INR 10 Lakhs – you will receive 100% subsidy on transport;
• between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
• above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of **Bengaluru** and your annual FTE is -

• below INR 10 Lakhs – you will receive 100% subsidy on transport;
• between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;

• above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by counter signing below, along with the necessary information mentioned above, to Nishita Jena at nishita.jena@bt.com within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to work with BT then please contact nishita.jena@bt.com.

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your employment with BT.

Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to Nishita Jena.

We look forward to hearing from you.



Ritesh Agarwal
Senior Manager - Talent Acquisition
For and on behalf of the BT eServ India Pvt Ltd

ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, _____, s/o/d/o _____, residing at _____ accept the provisional offer of

employment with BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

Signature _____ Date _____

Name: _____

Frequently Asked Questions_V4.pdf, Pan India Transport Service and No Service Zone V3.xlsx, Annexure-Shreyansh Jinasen Vandakudari.pdf

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242708

Letter of Intent ("LOI")

Dear A Soumi Narayani,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

A Soumi Narayani
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242657

Letter of Intent ("LOI")

Dear Girish Rathore,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Girish Rathore
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1241760

Letter of Intent ("LOI")

Dear Pranav Dasika,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1241760**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1241760**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1241760**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Pranav Dasika
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1248010

Letter of Intent ("LOI")

Dear Ramesh Roshan M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1248010**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1248010**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1248010**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Ramesh Roshan M
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242557

Letter of Intent ("LOI")

Dear Sathwik J R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Sathwik J R
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242755

Letter of Intent ("LOI")

Dear Shravani G R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Shravani G R
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242737

Letter of Intent ("LOI")

Dear Simran Kiran,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

SIMRAN KIRAN
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242739

Letter of Intent ("LOI")

Dear Subham Mittal,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Subham Mittal
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242557

Letter of Intent ("LOI")

Dear Akhilesh Kumar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Akhilesh Kumar
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242657

Letter of Intent ("LOI")

Dear Mallikarjuna Reddy,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Karna dasaradha mallikarjuna reddy
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

May 24, 2022

Anusha R

Dear Anusha:

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to offer you the position of Software Engineer I at Manyata H-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

COMPENSATION

We are offering an Annual Guaranteed Cash of Rs. 7,05,500.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 8,00,085 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner offers a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

OFFER OF EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our offer of employment to commence work with Cerner by September 7, 2022. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by May 31, 2022, after which date, this offer will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this Invitation of Employment. Please note that you will be

required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Dilip Kantharaj
Talent Acquisition Partner I

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Cerner.

Signature: _____
Anusha R

Today's Date: _____

May 24, 2022

Ketineni Tarun

Dear Ketineni:

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to offer you the position of Software Engineer I at Manyata H-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

COMPENSATION

We are offering an Annual Guaranteed Cash of Rs. 7,05,500.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 8,00,085 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner offers a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

OFFER OF EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our offer of employment to commence work with Cerner by September 7, 2022. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by May 25, 2022, after which date, this offer will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this Invitation of Employment. Please note that you will be

required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Dilip Kantharaj
Talent Acquisition Partner I

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Cerner.

Signature: _____
Ketineni Tarun

Today's Date: _____

August 16, 2022

R Shalini

Dear R:

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), a subsidiary of Oracle Corporation and referred to as "Oracle Cerner", I am pleased to offer you the position of Test Automation Engineer I at Manyata H-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

COMPENSATION

We are offering an Annual Guaranteed Cash of Rs. 6,00,000.

Oracle Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 6,86,928 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Oracle Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Oracle Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Oracle Cerner offers a comprehensive program of benefits to address your physical, financial and emotional health. At Oracle Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Oracle Cerner will spend a significant amount of time and money in training you as Oracle Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Oracle Cerner. It is our intent to guard these assets closely. Therefore, every associate of Oracle Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Oracle Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Oracle Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Oracle Cerner. A sample copy of this Employment Agreement has been made available for your review.

OFFER OF EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our offer of employment to commence work with Oracle Cerner by September 7, 2022. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by September 7, 2022, after which date, this offer will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you

could confirm your acceptance of this Invitation of Employment. Please note that you will be required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Dilip Kantharaj
Talent Acquisition Partner I

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Oracle Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Oracle Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Oracle Cerner.

Signature: _____
R Shalini

Today's Date: _____

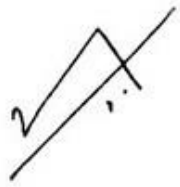
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that B Evans Nikith Royan is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46924

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that B Evans Nikith Royan is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57938

This is an auto-generated certificate and does not require any signature/company seal

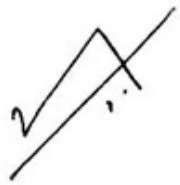
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Manoj P is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46909

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Manoj P is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57914

This is an auto-generated certificate and does not require any signature/company seal

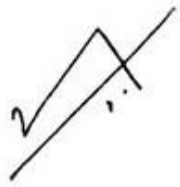
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Parikshit Mahesh Hiremath is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46910

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Parikshit Mahesh Hiremath is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57914

This is an auto-generated certificate and does not require any signature/company seal

Chegg India Pvt. Ltd.
Registered Address: 401, Baani Corporate One, Jasola, New Delhi – 110025, India, Ph. No: +91-11-4180 2240
contact-india@chegg.com | www.cheggindia.com
CIN: U80101DL2006PTC148392

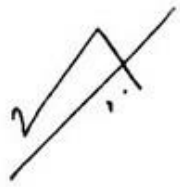
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Subhramanya N Sadhwani is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46924

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Subhramanya N Sadhwani is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57938

This is an auto-generated certificate and does not require any signature/company seal

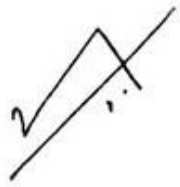
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Vidyashree G is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46920

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Vidyashree G is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57928

This is an auto-generated certificate and does not require any signature/company seal

Chegg India Pvt. Ltd.
Registered Address: 401, Baani Corporate One, Jasola, New Delhi – 110025, India, Ph. No: +91-11-4180 2240
contact-india@chegg.com | www.cheggindia.com
CIN: U80101DL2006PTC148392

Chirayu
Tech India Pvt Ltd

Mar 07, 2022

Offer Letter

Dear **Shreyas U**,

We are delighted to have you on board as **Intern**. At Chirayu, we are always learning, sharing expertise and preserving a stress free work cultue for better innovation. We are certain you will contribute to our company and also enjoy the time you work here.

You are requested to join on or before **Mar 14, 2022** at Chirayu Tech India Pvt Ltd, No 79, 1st Floor, 2nd Cross Road, 24th main, JP Nagar 2nd Phase, Bangalore-560078.

Your Salary at CTC will be **Rs.60000/-** per annum and will be paid out on a monthly basis. Your appointment letter will be provided on joining after verfication of documents and background check.

Feel free to connect to us if you have queries regarding the joining.

We take this opportunity to wish you all the best for your future.

Sincerely,
Puneeth Rao
Director
Chirayu Tech India Pvt Ltd

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

Jun 30, 2022

To,
Mahesh L
152/B , KSRTC COLONY , ANEKAL 562106

Dear Mahesh,
Welcome to CitiusTech!

It gives me tremendous pleasure to extend our offer of employment to have you join CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) ("CitiusTech") as a **Trainee - Software Engineer - Training from 11-Jul-2022.** I am confident that you will have a fulfilling and rewarding career at CitiusTech.

At CitiusTech, you will be a part of our IT solutions group. This group consists of individuals of the highest caliber / experience / qualification. Members of this group are drawn from the best of educational institutions from India and abroad and leading Indian and global IT services companies. As part of this group, you will continue to have the opportunities to work on cutting edge software technologies, while also developing a broad knowledge of healthcare workflows. In addition, CitiusTech will also present opportunities for personal development through our multi-faceted training programs, interest groups, leadership development programs, and end-client engagement.

As we have discussed, your compensation will be **Rs.5.50 lakhs** per annum - **Rs. 5.50 lakhs** as fixed (payable monthly). The fixed amount includes **Rs.0.39 lakhs** per annum of retention pay, payable monthly. (Retention is part of salary structure for the first two years of employment).

In addition to the above, if the employee resigns from and/or leaves the services of CitiusTech for any reason before the completion of thirty months from the date of Joining, then the employee shall pay CitiusTech a sum of **Rs.1.50** lakhs in consideration of the training that has been provided by CitiusTech and the remuneration drawn by the employee during the training period. The document for the same will be executed at the time of joining.

Along with the above, we will execute an appointment letter as well as a standard non-disclosure agreement. Copies of these are available for your perusal. Once again, we welcome you to CitiusTech and to the dynamic world of healthcare software and technology. Kindly note that this offer is contingent upon successful completion of a background check, including a check of your employment references.

With best wishes,

For CitiusTech Healthcare Technology Private Limited
(formerly Citius IT Solutions Private Limited)
Authorized Signatory

Accepted & Confirmed

Date: Jun 30, 2022

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

CitiusTech

CitiusTech Healthcare Technology Private Limited

Salary Structure

Name of Employee: Mahesh L
Effective Date: Jul 11, 2022

A STRUCTURE

Details	Rs per month	Rs per annum
Basic	22000	264000
Company contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Total Fixed Pay	**45833**	**550000**
Total cost to Company	**45833**	**5,50,000**

B NOTES

1. Retention pay is part of salary structure for the first two years of employment
2. Flexi basket will be made available on the ESS portal post joining of employee
3. Flexi basket components - Conveyance, Medical Allowance, LTA, Food coupons, NPS
4. Balance amount (out of flexi declaration) will be considered as "HRA"

C TAKE HOME PAY

Components	Rs per month	Rs per annum
Basic	22000	264000
Company Contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Gross Earnings (Fixed Pay)	**45833**	**550000**
Gross Earnings	**45833**	**5,50,000**

Less : Deductions

Professional tax	200	2400
Provident fund- Employees Contribution	2640	31680
Provident fund- Employers Contribution	2640	31680
Total Deductions before TDS	**5480**	**65760**

Net earnings before TDS	**40353**	**484240**

.

Letter of Intent (LOI)

Superset ID: 1243929

November 02, 2021

Dear Abhinav,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1367144

November 02, 2021

Dear Arpit Nariya,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1421406

November 02, 2021

Dear David Selvaraj A,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant



20-Apr-2022

Dear Aakash LNU,
B.Tech, Computer Science
Dayananda Sagar University, Bangalore

Candidate ID – 19715516

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Aakash LNU **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Aakash LNU, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Aakash LNU**
Sign: _____	Sign: _____
Name:	Date:

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Abhay Shreekant Shastry,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1146008

October 25, 2021

Dear Abhishek Kacher,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1136751

November 02, 2021

Dear Adarsh SM,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1086943

November 19, 2021

Dear Ananya Jaikumar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 540,992/-**. This includes an annual incentive target of **INR 20,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 2 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 2 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1512205

November 02, 2021

Dear ARCHANA NAIR,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear B. Antonio Mervyn,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

11-Apr-2022

Dear Banda Preeta,
B.Tech, Computer Science & Engineering
Dayananda Sagar College of Engineering, Bangalore

Candidate ID – 19715511

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 15 days and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs

focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Banda Preeta **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Banda Preeta, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Banda Preeta**
Sign: _____	Sign: _____
Name:	Date:

Letter of Intent (LOI)

Superset ID: 1086877

November 02, 2021

Dear Gowtham R,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1135339

November 02, 2021

Dear Jyothsna T,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear K Bala Vishnu Vardhan Reddy,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1154243

November 02, 2021

Dear K Sri Srinivasan,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1203712

November 02, 2021

Dear Kanishk Raj,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Keerthi Kumar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1206905

November 02, 2021

Dear SABARISH L K,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Juhi Bhowal,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Y Nithin Sameer,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

11-Apr-2022

Dear Prajwal S,
B.Tech, Computer Science & Engineering
Dayananda Sagar University, Bangalore

Candidate ID – 19619488

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 15 days and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Prajwal S **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

**** **Skill Bonus**
We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

***__Advance Statutory Bonus__ is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Prajwal S, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Prajwal S**
Sign: _____	Sign: _____
Name:	Date:

Cognizant

28-Jan-2022

Dear Rutuja Lattimarde,
B.Tech, Computer Science & Engineering
Dayananda Sagar University, Bangalore

Candidate ID – 19935422

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, if offered to you:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Rutuja Lattimarde **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

**** **Skill Bonus**
We wish to inform you of an additional one time skill allowance of INR 25,000/- based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

***__Advance Statutory Bonus__ is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rutuja Lattimarde, 22, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited	**Rutuja Lattimarde**
Sign: _____	Sign: _____
Name:	Name:

Letter of Intent (LOI)

Superset ID: 1170307

November 02, 2021

Dear Santhosh G C,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1086997

November 02, 2021

Dear Siva Prakash Gollapalli,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

05-Jan-2022

Spoorthi V Kulkarni
B.Tech Computer Science
Dayananda Sagar University, Bangalore

Dear Spoorthi V Kulkarni,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

• The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
• Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
• There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
• You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
• You may be required, to travel to other locations within India if there is a business need as per your internship program
• Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
• Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
• Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.,**



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent (LOI)

Superset ID: 1088231

November 19, 2021

Dear Srishti Ranjan,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 540,992/-**. This includes an annual incentive target of **INR 20,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 2 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 2 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1087284

November 02, 2021

Dear Vaishaali Kondapalli,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1146949

November 19, 2021

Dear Veeramreddy Sahithi,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-** . The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 2 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 2 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1172158

November 02, 2021

Dear Vinay J,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

02-May-2022

Dear Yuvraj Singh,
B.Tech, Computer Science
Dayananda Sagar University, Bangalore

Candidate ID – 19639137

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. In addition, there will be an one time skill bonus of INR **25,000/-** given based on your skill proficiency. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (if offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us.

This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program

c) There would be zero tolerance to malpractices and misconduct during Internship engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrolment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Yuvraj Singh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

**** **Skill Bonus**
We wish to inform you of an additional one time skill allowance of INR **25,000/-** based on your skill proficiency and this will be paid on completion of 4 months in Cognizant. Kindly note that this one time skill allowance will be subject to statutory and income tax deductions as applicable and will be recovered in case you leave us within one year of joining.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Yuvraj Singh, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Sign: _____
Name:

Yuvraj Singh

Sign: _____
Date:

Letter of Intent (LOI)

Superset ID: 1141433

November 02, 2021

Dear Mohammed Juned Killedar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1149964

October 25, 2021

Dear Nithyashree V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by accessing the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Comviva Technologies Limited
Regd. Office
Capital Cyberscape
Sector 59
Golf Course Extension Road
Gurugram-122102, Haryana
India
Tel: + 91 124 481 9000
Fax: + 91 124 481 9777
CIN: U72200HR1999PLC041214

comviva.com
info@comviva.com

Date: November 29, 2021

To,

Meghana shree M

DSI

Subject: Letter of Intent for hiring

Dear **Meghana**

Congratulation

We are pleased to Shortlist you for a position with Comviva. The date of joining will be communicated to you at a later stage.

Your hiring is conditional upon the following:

- You may be posted at any location and/or any business unit within or outside India, however, final decision will be subject to business requirements.
- This offer of employment with Comviva is subject to the successful completion of your course with a minimum 60 % passing marks along with the confirmation of positive background check.
- Should not have any active backlog at the time of joining/commencement of your training.
- Formal letter of appointment with all the terms and conditions will be shared at the time of joining
- You may be requested to take the additional assessment if it is in line with the specific business unit hiring requirements.
- You are required to share the final acceptance of the letter on or before three working days from the date of issuance of this LOI for further consideration.
- Comviva holds all the rights to modify the initial training duration and stipend offered.
- You may be required to work in rotational shifts (night), and the same will be communicated to you in advance through the authorized representatives of Comviva

An indicative compensation structure offered by Comviva for the position in respect of which you have been selected is appended herewith as an Annexure. At the time of joining, you will be required to sign an Employment Agreement containing detailed terms of your subsequent employment with Comviva.

We wish you an enriching career at Comviva. In case of any queries regarding the terms of this letter or your joining, please reach out to us at *campus@comviva.com*

Sincerely,

Vaishnavi Shukla
Director - Human Resources
Date: 29 November 2021

Read, Understood and Accepted

Comviva Technologies Limited
Regd. Office
Capital Cyberscape
Sector 59
Golf Course Extension Road
Gurugram-122102, Haryana
India
Tel: + 91 124 481 9000
Fax: + 91 124 481 9777
CIN: U72200HR1999PLC041214

comviva.com
info@comviva.com

Annexure Compensation

Structure

Components of Emoluments	Monthly Value (INR)	Annual Value (INR)
Basic Pay	9375	112500
Flexible Pay	12749	152989
Variable Pay*		37500
Monthly Bonus	3750	45000
Provident Fund (Employer's Contribution)	1800	21600
Gratuity		5411
Total Compensation (TC)**		375000

Insurance Benefits

a. **Life Insurance Coverage** – Comviva Technologies Limited provides a very attractive Life Insurance Program to all its India based employees (for self only). As per the current policy, you will be covered for an amount of 2500000/- (Rupees Twenty Five Lakhs only). Please note the insurance coverage and other conditions of this policy will vary from time to time and can be changed by the Company at its sole discretion.

b. **Medical Insurance Coverage (Self, Spouse and Children)** – This program will cover the employee, spouse and up to two dependent children. As per the current policy, you & your dependents will be covered for an amount of Rs. 400000/- (Rupees Four Lakhs only) – the cost of this default coverage is completely borne by the Company. The current program also allows an employee to increase the default coverage by an up to Rs. 400000/- (Rupees Four Lakhs only) by paying a nominal differential premium. Please note the insurance coverage and other conditions of this policy will vary from time to time and can be changed by the Company at its sole discretion.

c. **Medical Insurance Coverage (Parents)** – Medical costs have significantly increased and the Company believes that a corporate medical insurance program offers significantly higher benefits at a significantly competitive cost, when compared to an individual insurance policy. Hence, all India based employees are expected to mandatorily cover their parents under the Company's Medical Insurance Program applicable for Parents. As per the current policy, your parents will be covered for a default amount of Rs. 200000/- (Rupees Two Lakhs only). The Company bears a portion of the applicable premium, while the remaining premium will have to be borne by the employee – Company's contribution towards insurance of parent's increases with tenure of the employee. The current program also allows an employee to increase the default coverage by an up to Rs. 400000/- (Rupees Four Lakhs only) by paying a nominal differential premium. Please note the insurance coverage and other conditions of this policy will vary from time to time and can be changed by the Company at its sole discretion.

d. **Personal Accident Insurance** – You will also be eligible for coverage under a personal accident insurance program. Under this program, you will be covered for an amount (Rupees Three Lakh only) for medical coverage and 30,00,000 (Rupees Thirty Lakh only) for death coverage. Please note the insurance coverage and other conditions of this policy will vary from time to time and can be changed by the Company at its sole discretion.

Read, Understood and Accepted

Comviva Technologies Limited
Regd. Office
Capital Cyberscape
Sector 59
Golf Course Extension Road
Gurugram-122102, Haryana
India
Tel: + 91 124 481 9000
Fax: + 91 124 481 9777
CIN: U72200HR1999PLC041214

comviva.com
info@comviva.com

e. **Variable Pay [Performance Linked Incentive (PLI)]** – PLI is subject to the terms and conditions of the Performance Linked Incentive (PLI) program applicable for the year. Payments under the PLI program are primarily based on the Company, Unit/Function and Individual performance. Employees who join in middle of the year are eligible for pro-rated payments. Payable amount will be pro-rated for unpaid leave, if any.

The PLI incentive includes any assured statutory bonus, if applicable, which becomes payable under relevant statute for Payment of Bonus Act. Additional details will be as per the Performance Linked Incentive (PLI) program of the Company. In the event of a conflict in interpretations and terms; the PLI program applicable for the corresponding year will supersede anything mentioned in this letter.

Monthly Bonus – Paid out on monthly basis.

** **Total Cost (TC)** will be considered as the base for any future compensation reviews.

ESIC: Basis the eligibility criteria for your coverage under ESIC and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The company will make the necessary employer's contribution accordingly.

I, **Meghana shree M** have read the terms and conditions mentioned in Annexure. I understand and accept the same without any reservation.

Name	Meghana
Signature	
Date	30/11/2021
Place	Bangalore

Read, Understood and Accepted

CONCENTRIX™

Private & Confidential **Date : 19/11/2022**

JAHNAVI S

NO. 756,15TH MAIN, 7TH CROSS, BTM 2ND STAGE BANGALORE

KARNATAKA -560076

APPOINTMENT LETTER

Dear **JAHNAVI S ,**

Subsequent to the meetings between **Convergys India Services Private Limited** (hereinafter, 'Convergys'/ 'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Representative, Operations** in Comp Grade **12**. This would be your Social Job Title and your Job profile , would be **Advisor I, Customer Service**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be **Bangalore** .

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from **22/11/2022** or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **21/11/2022** failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at **clarasalome.sjames@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

Convergys India Services Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place
New Delhi- 110001, India
91 11 68137751

CIN: U74899DL2001PTC109274 info@concentrix.com · www.concentrix.com

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within **180** days from your date of joining. Failure to do so may lead to termination of your employment.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within **90** days from date of joining. Failure to do so may lead to termination of your employment.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

a) Require you to undergo another training program; or

b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or

c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option,

may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **60 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

Signature of Candidate

2.16 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.17 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

Signature of Candidate

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Convergys, please visit the website www.concentrix.com The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONVERGYS INDIA SERVICES PRIVATE LIMITED 2
Date: 2022.11.19 17:10:40 +05:30
Reason: Concentrix Hiring
Location: Bangalore

Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 22/11/2022.

Candidate Name : **JAHNAVI S** _____

Candidate's Signature : _____

Date : _____

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

27th May 2022

Pooja K
Bangalore

Dear Pooja,

We are pleased to extend you the offer to join Computacenter India Pvt Ltd (hereinafter referred to as the 'Company or 'Computacenter') in our delivery centre in India. This letter will officially confirm your annual earning potential and terms of employment.

Designation	Graduate Engineer which is aligned to Job Family Technology
Business function	Group Service Desk

Total Cash Compensation - Your annual total cash compensation will be INR 283,308 (two lakhs eighty-three thousand three hundred and eight) and will be structured as per the attached Salary Annexure -1. This will continue to be applicable until further communication on the same. Your total earning potential includes:

Annual Gross Compensation – INR 253,050 (two lakhs fifty-three thousand fifty) includes allowances and statutory benefits and will be structured in accordance with the company's compensation guidelines. The said amount includes employer's contribution Provident Fund as applicable. This is your Total Earning Potential annually.

Monthly Performance Bonus - In addition to your annual fixed compensation, you will be eligible to receive a discretionary 7.5% performance related bonus as a part of your monthly salary. This is an element of total cash compensation which is linked to your performance achievement and will always be subject to the terms of Rewards and Remuneration, Clause 7, in your Standard Terms of Employment.

Acceptance of the Offer clause:
To indicate your acceptance of this offer and employment with Computacenter please return the following documents, signed on each page to MB.GRP_HR_Helpdesk@computacenter.com

- A copy of this letter,
- Annexure 1 – Salary Structure
- Annexure 2 – Standard Terms of employment
- Annexure 3 – Declaration
- Annexure 4 – Service agreement

This offer of employment is subject to the following conditions:

(i) You should be free from any contractual obligations or restrictions that may prevent you from accepting this offer or from joining on the date specified below.

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

(ii) You should provide the Company, either on or before the date of joining, a release letter from your previous employer confirming that all dues have been fully and finally settled between you and your previous employer if requested by the Company.

(iii) Your employment is based on the accuracy and correctness of testimonials and information provided by you. Your employment will be subject to no adverse information being received by the Company in relation to any background verification checks, reference checks with previous employers and/or validation of educational qualifications the Company undertakes.

iv) This offer is contingent on us working together to determine an appropriate start date of your employment and remains valid for 7 days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this or after receiving your acceptance of this offer or if you do not join the company on the mutually agreed date of joining and we are unable to set an alternative date the terms of this letter an offer will be deemed you have been rejected by you unless otherwise communicated to you by the Company in writing.

v) The Company retains the right to revoke the offer made to you hereunder at any point of time, without assigning any reason for the same, and notwithstanding the fact whether you are notified by the Company in this regard or not.

Employment Termination Clause:

a) If the Employee wishes to terminate this Agreement and employment with the Company, the Employee will need to provide prior written notice of 60 (sixty) days to the Company. In the event the Employee requests to be relieved from services with the Company at an earlier date, the Company may relieve the Employee earlier solely at its discretion.
b) If the Company wishes to terminate the services of the Employee, it may do so by providing a notice of at least 60 (sixty) days or payment in lieu thereof.
c) The Employee recognizes that given the Employee's responsibilities within the Company and the need for a transition, should the Employee wish to terminate the employment with the Company, the above notice period to be provided by the Employee is necessary and reasonable.
d) The Company shall be entitled to terminate employment "for cause" forthwith, without notice or compensation in the event the Employee:

(i) has been found guilty of any misconduct or indiscipline;
(ii) has violated any of the Standard Employment Terms;
(iii) has been persistently unpunctual, or neglected the duties and functions or performed the duties and functions in a manner unacceptable to the Company;
(iv) becomes insolvent;
(v) is convicted for any offence under any law for the time being in force in any jurisdiction.
(vi) does not have the mental or physical capacity to carry out their official functions, responsibilities or duties;
(vii) commits any act detrimental to the interests of the Company
(viii) has committed any act recognized as "misconduct" under Indian employment laws.

The aforementioned list is only for reference and not exhaustive in nature.

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bengalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

e) The Employee agrees that in case of retrenchment, the principle of "last in first out" shall not be applicable.

We look forward to hearing from you regarding your decision to join us. In the meantime, please do not hesitate to call your line manager should you have anything you would like to discuss further.

We wish you a successful career and look forward to your journey starting with us.

POC details: MB.GRP_HR_Helpdesk@computacenter.com

Yours's sincerely,

DocuSigned by:
E933BF2CC4444E6...
Sambit Chandan Dash
Authorized Signatory

Acknowledged and Agreed
Pooja K
Date: 1-06-2022

Pooja K
Signature

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter

COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

Computacenter India Private Limited

Salary Structure

Name	**Pooja K**	**CTC**	**304,556**
Designation	**Graduate Engineer**		
DOJ	**5-Jul-22**		
Financial year	**2022-2023**	**Gross Salary**	**253,050**

Compensation structure

Particulars of Salary components	**Amount (Rs.)**	
Basic	15,000	180,000
House Rent Allowance	6,000	72,000
Reimb. of Telephone Exps.	-	-
Leave Travel Allowance	-	-
Special Allowance	88	1,050
Gross Salary (A):	**21,088**	**253,050**
PF (Employee Contribution)	1,800	21,600
PT	200	2,400
Net Salary : (A) - (B)	**19,088**	**229,050**
PF (Employer Contribution)	1,800	21,600
Gratuity (Employer)	722	8,658
Cost to Company (CTC) without Bonus	**23,609**	**283,308**
Monthly Bonus	1,771	21,248
CTC with Bonus	**25,380**	**304,556**

Benefits:		
	Insurance	
Group Medical Insurance Coverage	INR 500,000	*T&C* applied
Group Personal Accident Coverage	INR 500,000	
Group Term Insurance Coverage (Life)	INR 30,00,000	
	Others	
Shift Allowance	As per company policy*	
Shift Transport	As applicable*	
	Bonus	
Performance bonus	Monthly performance bonus as applicable*	

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

STANDARD TERMS OF EMPLOYMENT

Employment with Computacenter ("Company", "Computacenter India Pvt Ltd") will be governed by Company's policies as modified from time to time and at the Company's sole discretion, upon notice to you. The terms and conditions contained herein must be read and any policy infraction will amount to a breach of terms of employment and may lead to the termination of your services.

1. Probation

1.1 The Employee will be on probation with the Company for a period of 6 (six) months from the Date of Joining ("Probation Period") during which the Employee's performance, attitude, cultural fit and suitability for continued employment will be monitored and assessed by the Company. If the Employee's performance with the Company during the Probation Period is considered satisfactory by the Company, on completion of the Probation Period, the Employee will be confirmed as an employee of the Company. The Company has the discretion to extend the Probation Period by such period as it considers necessary if it believes that the Employee has not performed satisfactorily during the Probation Period but that it is reasonably possible that the Employee's performance will improve in the near future ("Extended Probation Period"). The decision of the Company on whether to confirm employment with the Company, extend the Probation Period or terminate the Employee shall be final.

1.2 During the Probation Period, the Company may terminate the employment forthwith without notice, in line with applicable laws. In the event the Employee wants to terminate the employment during the Probation Period it shall provide at least 30(thirty) days prior written notice or payment in lieu thereof.

2. Background Verification

2.1 Your employment is based on the accuracy and correctness of testimonials and information provided by you. Your employment will be subject to no adverse information being received by the Company in relation to any background verification checks, reference checks with previous employers and/or validation of educational qualifications the Company undertakes.

2.2 The Employee's employment may be terminated by the Company, at any time, with immediate effect and in line with applicable laws, if the background check conducted by the Company is unsatisfactory and the background check reveals inconsistencies in the information and documents shared by the Employee at the time of applying for the position, at the interview or thereafter

3. Duties

3.1 The roles, responsibilities and duties appropriate to your designation or your employment will be specified by the Company from time to time. The Company may at any time, in its sole discretion, upon notice to you alter or otherwise modify these roles, responsibilities and duties. Further at any time, you may be required to provide services directly or indirectly, to the Company, its affiliates and their employees, contractors and clients.

4. Hours of Work

4.1 Working day shall comprise 9 hours irrespective of shifts and a break for half an hour for break.
4.2 You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day Seven days a week 365 days a year, subject to applicable laws. The Company may, at any time in its sole discretion change the shift timings upon notice do you.]

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

4.3 The Company may at any time, at its sole discretion require you to work beyond 9 hours a day upon notice to you

4.4 Out of business requirement, you may be required to work from our Clients/site within India or outside. During deployment you will be required to align your daily working hours and/or regular work week as per clients working norm

4.5 Any overtime work must be authorized in advance, by the Line Manager, in writing, and shall be subject to applicable laws.

5. Place of Employment

5.1 You acknowledge and agree that you may be assigned, transferred or deputed to offices, departments or units of the Company or its affiliates.

5.2 The Employee acknowledges that as a part of the Employment, Employee may be required to, at the sole discretion of the Company, perform the functions at different locations, temporarily or permanently, either within or outside India and agrees to perform the duties from such new location upon reasonable notice by the Company. The Company may, at its sole discretion, second, depute, assign and/or transfer the Employee to any other office of the Company in India or overseas or to any affiliated company, successors in interest, division/ branch of the Company or to any third party ("Transfer"). The Employee hereby consents to any such Transfer of the employment including to third parties. The Employee further acknowledges that during such Transfer, the Employee's payroll may be temporarily or permanently transferred to the other company. Further, in such case, the Employee shall also be bound by any policy of such other office to where Employee is transferred.

6. Travel and Expenses

6.1 The Employee will be asked to undertake reasonable travel within, and outside India as the Company requires. Reasonable notice of all travel will be provided whenever possible.

6.2 All travel will be undertaken in line with the Company's Travel and Expenses policy.

7. Remuneration and Reward

7.1 The Employees remuneration for the services rendered by the Employee shall initially be as set forth in **Annexure 1**, which may be amended by the Company from time to time, at its sole discretion.

7.2 The Employee shall be paid by the Company on a monthly basis, on the last working day of the month.

7.3 The base salary of the Employee may be reviewed from time to time, in accordance with Company policy. The Company makes no representation of any increase in compensation, either with regard to the quantum or duration of such increase in compensation. The Company retains sole discretion whether to increase the Employee's base salary based upon numerous factors, including but not limited to, the performance of Employee, the performance of the Company, and any other relevant factors.

7.4 The Employee's remuneration is based on the qualifications, skill sets and overall experience. Therefore, the remuneration payable to the Employee by the Company is unique and personal to the Employee and any comparison of the same with those of others will be of no relevance. The terms of employment, including remuneration, are strictly confidential and the Employee shall not divulge the same to any other employee of the Company except where required by Company policy.

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Centre No. 1351, Purva Premiere
Residency Road, Ward no 75
Bangalore, Bangalore (Bangalore) Urban
Karnataka, 560025

7.5 Payment of any Monthly Bonus is subject to the Company being satisfied that target given to Employee and Company performance during a financial year have been met. The Company will have absolute discretion over the targets set for each financial year and over the amount of Monthly Bonus that Employee would receive if targets were met. The Company will notify the Employee of the targets once they have been set. Although the Company aims to give notification at or before the start of the relevant financial year, the Company may notify Employee during the course of that financial year. Although the Company will take account of any representations that the Employee may make before deciding whether targets have been met, whether the Company is satisfied that targets have been met is a matter for the Company's discretion and a decision as to whether or not the Company is satisfied, will be final. The Monthly Bonus scheme can be withdrawn or varied at any time by the Company.

7.6 Award of a Monthly bonus in one month will not give Employee any right to be awarded a Monthly Bonus in any subsequent month. The amount of Monthly Bonus awarded in a month should not be taken as an indication of likely Monthly Bonus awards in subsequent months. The Company may, at any time, replace or discontinue the Monthly Bonus scheme in its sole discretion.

7.7 This clause is applicable for Employees falling under Annual Bonus scheme only. The Company will normally make decisions on whether or not to award Annual Bonus in February of each calendar year, although this date may be varied at the Company's discretion. If Annual Bonus is awarded, the Company will pay the bonus no later than the end of the calendar month following the month in which the decision on the award of the Annual Bonus was made. However, the Company will not pay Annual bonus to the Employee if at the date on which the bonus is to be paid the Employee is no longer in the employment of the Company, or if the Employee is on notice period where notice has been given by either the Company or by the Employee.

7.8 Payments made as Annual Bonuses will not be consolidated into base salary, nor will they count towards any remuneration-related benefits such as pension entitlement or life insurance.

7.9 Expenses: The Employee will also be entitled to pre-approved expenses, which will be reimbursed on production of suitable expenses claim with attached receipts and supporting document in line with the Company's Travel and Expenses policy

7.10 Insurance: The Employee shall be eligible to be covered by the group insurance which may be procured by the Company, as per the terms of coverage determined by the Company, at its sole discretion.

7.11 The Employee will be eligible for participation in applicable statutory benefits plans, subject to, and in accordance with, applicable law.

7.12 The payment of the Employee's remuneration and any other amounts under this Agreement by the Company will be subject to deduction of applicable taxes by the Company as required under law(s).

7.13 The tax liability, if any, arising on the Employee's remuneration will be the Employee's personal liability and will be governed by the tax laws of the country wherein the services are provided

7.14 The Company may withhold from any amounts payable under the Terms of Employment such contributions as may be required to be withheld pursuant to any applicable law or regulation.

7.15 The Employee will be eligible for gratuity, if applicable, in terms of the Payment of Gratuity Act, 1972, in force as on date and as may be amended from time to time

7.16 The Employee will be entitled to maternity leave and benefit in terms of the Maternity Benefit Act, 1961.

7.17 If, during the Employee's employment, the Employee becomes indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from the Employee

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

against the compensation payable to the Employee and collect any remaining balance from the Employee

7.18 In the event of Force Majeure, the Company reserves the right to alter or reduce any payments, which the Employee may be entitled to under this Agreement, in accordance with applicable laws. An event of Force Majeure shall include an act of God, fire, riots, war, terrorism, epidemic, pandemic, earthquake or Government sanctioned lockdowns, due to which the Company is unable to continue its normal business operations. Any deviation or reduction as envisaged under this Agreement shall be informed in advance to the Employee and the Employee hereby gives its consent to the Company to carry out such changes.

8. **Leave Policy**

8.1 The Employee shall be entitled for leave in each calendar year in accordance with Company policies, as in effect from time to time.

8.2 For the purpose of this Agreement, calendar year shall mean 1st January till 31st December.

9. **Termination**

9.1 This Agreement will automatically terminate, in the month, where the Employee turns 60 years of age.

9.2 Either Party shall be entitled to terminate this Agreement during the Probation Period as per Article Probation clause/policy.

9.3 During the Extended Probation Period and any time thereafter, if the Employee wishes to terminate this Agreement, the Employee will need to provide a prior written notice of 30 (thirty) days to the Company.

9.4 The Company may, in consultation and agreement with the Employee, waive or reduce the Employee's notice period required under this Article. In the event the Company and the Employee agrees to waive or reduce the Employee's notice period in the manner set out herein above, the Company shall not be required to make any payments to the Employee for such period of the Employee notice period that has been waived or reduced by the Company.

9.5 Termination of this Agreement by the Employee shall be subject to the satisfactory completion of all existing duties, obligations and formalities, including but not limited to the Employee's notice period. In any event, the Employee must adhere to all the exit formalities under the Company Handbook and this Agreement and all post termination obligations that survive termination of this employment.

9.6 The Employee recognizes that given the Employee's responsibilities within the Company and the need for a transition, should the Employee wish to terminate the employment with the Company, the above notice period to be provided by the Employee is necessary and reasonable

During the Extended Probation Period and any time thereafter, the Company can terminate the services of the Employee, at any time, by providing a written notice of 30 (thirty) days or payment in lieu thereof.

9.7 The Employee's employment may be terminated by the Company, at any time, with immediate effect and in line with applicable laws, if the background check to be conducted by the Company as per is unsatisfactory and the background check reveals inconsistencies in the information and documents shared by the Employee at the time of applying for the position, at the interview or thereafter; or found guilty of indiscipline; or the Employee is found to have materially breached the terms and conditions of this Agreement or the Company Handbook, including, breach of the representations and warranties clause; or failure on part of the Employee to perform its duties as per the standards required under this Agreement or the Company Handbook, or committed an act of grave misconduct or proven dishonesty; or

upon wilful misconduct, gross negligence, fraud, moral turpitude, commission of offences involving moral ineptitude, continuous and wilful disobedience of lawful directions of the Company, by the Employee; or

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

been persistently unpunctual, or neglected the duties and functions entrusted to the Employee in a manner unacceptable to the Company; or becomes insolvent; or is convicted for any offence (except for minor traffic violations) under any law for the time being in force in any jurisdiction; or upon the death, permanent disability or insanity of the Employee and the Company shall not have any further liability or obligation to the Employee, its executors, heirs, assigns or any other person claiming under or through its estate under this Agreement provided however, that the Employee's estate shall receive any outstanding remuneration, statutory payments and accrued leave as of the date of death, permanent disability or insanity as well as any reimbursable expenses incurred but not yet paid as of the date of death, permanent disability or insanity.; or commits any act detrimental to the interests of the Company; or

9.8 In case of persistent negligence or material failure to adequately perform the services and duties required of the Employee under this Agreement and if, after being put on a performance improvement plan (PIP) as per the Company Handbook, the Employee continues to fail to perform assigned tasks and/or insubordination or failure by the Employee to comply with the directions given to the Employee without reasonable cause; or

9.9 Has committed any act recognized as "misconduct" under the Company Handbook.

The afore mentioned list is only for reference and indicative in nature and not and an exhaustive list.

9.10 This Agreement may be terminated by mutual consent, in writing, and signed by the Employer and the Employee respectively.

Consequences of Termination:

a) Accrued Obligations -Any termination of this Agreement shall not release any Party from its obligations and liabilities accrued prior to the date of termination.
b) Return of Confidential Information and Company Property.
c) Upon termination, all property, records, documents, data, information etc. of, or relating to, the business of the Company, in the possession of the Employee, including any Confidential Information and/or Intellectual Property Rights shall be handed over by the Employee to the Company on or before the last working day.
d) The Company shall be entitled to withhold any salary, emoluments or other dues of the Employee then or in future payable to the Employee, in accordance with applicable law, if the Employee fails to return all Confidential Information and Company Property in its possession.
e) The Employee recognizes and agrees that the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's Property, Confidential Information and Intellectual Property by the Employee and/or any damage occasioned to the Company's Property, Confidential Information and Intellectual Property whilst in the custody of or entrusted to the Employee.
f) It shall be the right of the Company to initiate legal proceedings against the Employee if the Employee fails to return any of the Company's property or Confidential Information, which is in the possession of the Employee, on or before the last working day or within 10 (ten) days of the Company requesting return of the same from the Employee, at any time during the term of the Employment.
g) Release letter. Upon termination of this Agreement, Employee shall sign and deliver to the Company a release certificate as required by the Company, without any additional consideration or benefit.
h) Survival. The provisions of Article on (Confidentiality), Article on (Intellectual Property Rights), Article on (Indemnity), Article on (Termination), Article on (Non-Compete) Article on (Non-

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

Solicitation), Article on (Representations and warranties), Article on (Governing Law and Jurisdiction), Article on (Miscellaneous) and Article on (Notice) shall survive the termination of this Agreement.

10. Notices

10.1 Any notice hereunder shall be in writing, and may be dispatched by personal delivery, express courier, registered post or by facsimile at the address set forth in the preamble of this Agreement or at such other address or number as may be provided in written notice by either Party. If the notice is addressed to the Company, it should be marked to the attention of the Employee's Line Manager. The Company can issue a notice under this Agreement through email.

10.2 All notices, requests, consents and other communications under this Agreement shall be deemed to have been properly given (i) if by hand, at the time of the delivery thereof to the receiving Party at the address of such Party set forth above, (ii) if by facsimile transmission, at the time that receipt thereof has been acknowledged by electronic confirmation or otherwise, or (iii) if by express courier, on the third business day following the day such notice is delivered to the courier service and in case of fax /email immediately upon issue of fax/ email, or (iv) by the Company through email, on the same day

10.3 The Parties are obligated to immediately notify, in writing, any change in their details in the nomenclature clause above, otherwise, the details last available shall be deemed as the correct address for the appropriate service.

11. Confidentiality

11.1 All files, records, data, documents, drawings, specifications, memoranda, processes notes or other documents relating to but not be limited to the business, products and services of the Company, its customers and clients, and/or its subsidiary and/or group company of the Company, whether prepared by the Employee or otherwise coming into the possession of the

11.2 Employee, whether marked confidential or not or would otherwise be understood to be confidential as per industry standards ("Confidential Information"). The Confidential Information shall be the exclusive property of the Company and/or its subsidiary and/or its affiliate and/or group company of the Company and shall be delivered to the Company and not retained by the Employee upon the termination of this Agreement.

11.3 The Employee hereby acknowledges that, except as expressly provided for in this Agreement, and/or disclosed to the Employee, it shall neither be entitled to demand nor acquire any rights in respect of the Confidential Information and that all such rights and goodwill are, and shall remain, vested in the Company and/or its subsidiary and/or its affiliate and/or group company.

11.4 The Employee understands and agrees that the Company is engaged in a competitive business; that the Employer's success is highly dependent upon protection of Company's trade secrets and confidential information; that the Company has invested considerable resources of its time and money in developing its products, services, staff, goodwill, procedures, clients, techniques, special training, client lists, manuals, records, documents, and other trade secrets and Confidential Information; and that upon and during employment under this Agreement the Company will or may provide Employee access to and valuable knowledge regarding the Company's trade secrets and Confidential Information, creating a relationship of confidence and trust between the Company and the Employee.

11.5 The Employee acknowledges and agrees that the use of such trade secrets or Confidential Information for the benefit of competitors would be greatly harmful to the Company, and that Company's willingness to employ the Employee and to provide the Employee access to its trade secrets and Confidential Information

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

is conditioned upon (i) the protection of the Confidential Information for the Company's sole and exclusive benefit, and (ii) the retention of the Employee's expertise and leadership during the term of this Agreement for the sole and exclusive benefit of the Company, and not for any competitor. The Employee therefore agrees that the covenants and confidentiality provisions set forth in this Agreement are reasonable in scope, time and type of activity and necessary for the protection of Company's legitimate interests, and further agrees that the knowledge of Company's Confidential Information to which Employee will gain access by virtue of the employment, constitute good, sufficient and adequate consideration for the covenants and confidentiality provisions set forth in this Agreement.

11.5 For the purpose of this Agreement, "Competitor" means any person or entity directly engaged in a business competing with the business of the Company.

The Employee shall during and subsequent to the term of this Agreement hold the Confidential Information in confidence and shall not publish, disclose or disseminate, any time, to any person or competitor; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfil the Employee's duties with the Company, without the Company's prior written permission. Further, in consideration of being entrusted access to Confidential Information, the Employee acknowledges and agrees:

11.6 That Employee recognizes the proprietary nature of the Confidential Information and the obligation of maintaining the confidentiality of the said Confidential Information and that Employee will not use the information for any purpose other than the purpose of discharging its duties under this Agreement;

11.7 To use best efforts to exercise utmost diligence, as an individual as well as part of a working group, to protect and guard the Confidential Information of the Company.

Not to disclose any Confidential Information to any person who is not an authorized person either during or after the employment, nor to use, for itself or another, during the employment, without the Employer's written consent, any Confidential Information obtained by the Employee during the employment, whether developed by the Employee or not, and the Employee agrees to hold all Confidential Information in strict confidence. For the purpose of this Article, 'authorized person' means (i) persons working for the Company and specifically authorized by the Company to access such Confidential Information in course of their employment or (ii) anyone else authorized by the Company as receiver of such Confidential Information.

To comply with the Company policies and directives and other instructions relating to Confidential Information, including, but not limited to, the requirement that certain information may not be removed from the Employer's premises or may be communicated or disclosed only to a restricted internal or external group of individuals;

11.8 Not to duplicate or reproduce any Confidential Information in any manner, whatsoever, except as is required for the execution of the duties and work for the Company.

11.9 Upon the termination of this Agreement regardless of reason for termination, the Employee shall, on the last working day, return to the Company all Confidential Information and no longer hold them in any form, any Confidential Information that may have been in its possession. Employee shall not retain any copies thereof. The Employee shall give an undertaking that it has complied with all confidentiality obligations and will continue to be bound by and it that Employee has returned all Confidential Information in its possession and has not retained any copy of the same. This undertaking shall be part of the Employee's exit formalities, without which the exit formalities will not be considered completed and the Employee's full and final settlement shall be on hold.

11.10 The Employee shall not provide copies of any reports prepared by the Employee in the course of performance of this Agreement to any party except with the prior written consent of the Company. Unauthorized use. The Employee shall

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Owners No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

(i) promptly notify the Company of any unauthorized possession, use or knowledge, or any attempt to use the Confidential Information by any person which may become known to it;

(ii) i promptly furnish to the Company full details of such unauthorized possession, use or knowledge, or attempt thereof; (

(iii) use reasonable efforts to assist the Employer in investigating or preventing the reoccurrence of such unauthorized possession, use or knowledge, or attempt thereof of the Confidential Information;

(iv) co-operate with the Company in any litigation or investigation against Persons which is deemed necessary by the Company to protect its proprietary rights; and

(v) promptly prevent a reoccurrence of any such unauthorized possession, use or knowledge of the Confidential Information.

11.11 Proprietary Protection. Confidential Information shall at all times, both during the employment and at all times thereafter, be and remain the sole property of the Company for its sole and exclusive use and benefit.

11.12 No warranty. Nothing contained in this Agreement shall be construed to obligate the Company to disclose any information (including Confidential Information) to the Employee. The Employee agrees that the Confidential Information disclosed under this Agreement is disclosed 'as is' without any warranties, either express or implied. The Company hereby expressly disclaims all warranties regarding the accuracy of the Confidential Information and its fitness for a particular purpose.

11.13 Former employer. The Employee hereby represents and warrants that in course of the employment, Employee shall not use or reproduce any confidential information or trade secrets belonging to a former employer or any third party, in breach of any contract or applicable laws.

11.14 Permitted disclosure. Notwithstanding the foregoing, the Employee may disclose Confidential Information (i) with the prior written approval of the Company; or (ii) if such disclosure is pursuant to the order or requirement of a court or Governmental Authority, provided that the Company is provided prompt written notice of such order or requirement of the court or governmental authority and that the Employee makes good faith efforts to obtain confidential treatment of any Confidential Information so disclosed.

11.15 This Article does not supersede any agreement of the Employee with the Company and/or its subsidiary and/or its affiliate and/or group company (of the Company) dealing with the above subject.

11.16 The confidentiality obligations under this Article shall survive in perpetuity.

12. Intellectual Property

12.1 Any inventions, creations, works, improvements, ideas, databases, electronic data files, business information and plans, technical knowledge and information made or conceived by the Employee in connection with or during the performance of the duties for and on behalf of the Company shall be deemed "work for hire" to the fullest extent permissible by law and the property of the Company and the Employee agrees to and does hereby irrevocably assign or cause to be irrevocably assigned to the Company all right, title and interest, including all patent, trademark, service mark, copyright and all other rights worldwide and on a perpetual basis in and to such inventions, creations, works, improvements and ideas. Further, the Employee agrees to do all such acts to perfect such assignment to the Company including execute such documents and agreements as may be required by the Company.

12.2 The Company shall be the sole owner of all results obtained and to be obtained from the duties performed by the Employee, and of all know-how relating thereto, wherever originating, and whether coverable by intellectual property rights or not. Only the Company shall be entitled to apply for and to

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkra No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

obtain patents and other intellectual property rights. The Employee shall, at its own costs, assist the Company in protecting its intellectual property rights in India.

12.3 The Employee hereby represents and warrants that it shall not use or integrate any third-party materials or data that are not validly licensed to the Company unless previously authorized by the Company. The Employee represents and warrants that the Employee has not violated the intellectual property rights of any third party, and covenants that the Employee shall not violate the intellectual property rights of the Company and/or any third party in the course of the employment with the Company. In case any non-infringing third party intellectual property is integrated in any Intellectual Property Rights created by the Employee, the Employee agrees to grant to the Company an irrevocable, worldwide, non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third-party intellectual property integrated. The Company shall cooperate with the Employee in executing all such assignments, oaths, declarations, and other documents to give effect to the foregoing, as requested by the Company from time to time during and after the termination of the employment relationship.

12.4 Nothing in this Agreement shall give the Employee any rights in respect of any trade names or trademarks or corporate name used by the Company in relation to its business or of the goodwill associated therewith, and the Employee hereby acknowledges that, Employee shall not acquire any rights in respect thereof and that all such rights and goodwill are, and shall remain, vested in the Company.

12.5 The Employee shall not use in India or elsewhere, any trademarks or trade names or corporate names so resembling the trademarks or trade names of the Company and/or its subsidiary and/or its affiliate and/or group companies as to be likely to cause confusion or deception.

12.6 This Article does not supersede any agreement of the Employee with the Company and/or its subsidiary and/or its affiliate and/or group companies dealing with the above subject.

12.7 In order to effectively set out the detailed rights and obligations of the Parties in relation to protection of Confidential Information and Intellectual Property, the Employee may be required to execute additional Company documents and agree to be bound by any such terms.

12.8 The obligations under this Article shall survive in perpetuity.

13. Non-compete

13.1 The Employee acknowledges and undertakes that it shall not during the term of this Agreement and in the event of termination of this Agreement for any reason whatsoever for a period of one(1) year thereafter, either directly or indirectly in any manner whatsoever engage in any activity, in India or any other territory in which the Company operates at the time of termination of this Agreement, which competes directly or indirectly with any services offered by the Company to its clients from India. The Employee agrees and acknowledges that the remuneration payable to the Employee by the Company in accordance with this Agreement is sufficient consideration for the discharge of obligations of the Employee in this Article.

14. Warranties

14.1 The Employee hereby represents that all the contents of the resume, testimonials, references, application form, previous employment details and other information furnished by the Employee are true and accurate.

14.2 If any of the above particulars are found at any time to be incorrect or misleading in any way, the Company shall have the right to terminate the employment hereunder forthwith, without the requirement of providing the Employee any notice or compensation in lieu thereof.

14.3 The Employee further represents and warrants to the Company that:

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

A)It has the full power and authority to enter into, execute and deliver this Agreement and to perform the transactions contemplated hereby;

B) the execution and delivery of this Agreement by the Employee and performance by the Employee of the duties and obligations hereunder do not and shall not result in any breach or constitute a default under and are not and will not be in conflict with or prohibited by any agreement to which Employee is a party or by which Employee may be bound;

C)it is not currently and has not ever been subject to expulsion, bar, suspended or other disciplinary proceeding or action from or by any statutory or regulatory authority; and

D)there are no actions, suits, claims, proceedings or investigations pending or, to the best of the Employee's knowledge, threatened in writing against the Employee at law, in equity, or otherwise, whether civil or criminal in nature, before or by, any court, commission, arbitrator or Governmental Authority, and there are no outstanding judgments, decrees or orders of any such courts, commissions, arbitrators or governmental authorities, which materially and adversely affects the Employee's ability to perform the duties and obligations under this Agreement.

E)It has not (a) been convicted of any felony or misdemeanours; or (b) committed any act or omission, which could disqualify the Employee from obtaining appropriate work authorisations and visas to work outside India.

15. Indemnification

15.1 Notwithstanding anything contained hereinabove and without prejudice to any other right available to the Company in law or under equity, the Employee agrees to indemnify, defend and hold the Company and/or its subsidiary and/or its affiliate and/or a group company of the Company and/or its employees, directors, officers and authorized representatives harmless with respect to claims, obligations, liabilities arising out of its acts, breach of obligations under this Agreement, misconduct or misrepresentation in respect of any activities carried out by the Employee which have not been specifically authorized in writing by the Company to the Employee and/ or breach of any representations and/or warranties, covenant contained in this Agreement.

16. Data Privacy

16.1 The Employee will be providing to the Company certain information about himself and family, including personal information and sensitive personal information ("Personal Information"). Personal Information may include the following: (a) personal data; (b) passwords; (c) financial information such as bank account or credit card or debit card or other payment instrument details; (d) physical, physiological and mental health condition; (e) sexual orientation; (f) medical records and history; and (g) biometric information. Such Personal Information may be procured from the Employee for the background check or any time during the course of the employment with the Company.

16.2 The Employee hereby agrees that the Company may use and retain this information for a lawful purpose and to the extent deemed necessary by the Company in relation to the Employee's employment with the Company and for ancillary purposes.

16.3 The Employee agrees that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in India or otherwise. The Company may codify its policies relating to privacy in a privacy policy which it will provide to the Employee and it hereby agrees to the same.

16.4 The Employee agrees that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

India or otherwise, for storage or processing of such Personal Information in connection with performance of this Agreement.

16.5 The Company shall use reasonable security practices and procedures to safeguard the Personal Information. Notwithstanding anything contained herein, "Reasonable security practices and procedures" under section 43A Explanation (ii) of the Information Technology Act 2000 means such procedures that the Company shall implement, and which may, in the Company's discretion, be intimated to the Employee from time to time and the Employee hereby agrees to the same.

16.6 The Company will comply with the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 while processing and storing the Personal Information.

16.7 By signing this Agreement, the Employee hereby consents to the Company collecting its Personal Information and processing the same for the purposes of this employment and use the same in accordance with applicable laws.

16.8 By signing this Agreement, the Employee hereby consents to the Company Acceptable Use Policy and Information security standards, guidelines and safeguards.

17. Non-solicitation

17.1 The Employee acknowledges and undertakes that it shall not during the term of this Agreement and in the event of termination of this Agreement for any reason whatsoever for a period one (1) year thereafter, employ, engage or seek to employ, avail services of or engage any person, whether directly or indirectly, who within the prior twelve (12) months had been an officer or an employee or consultant of the Company and/or any of its subsidiary and/or its affiliate and/or its group companies. The Employee agrees and acknowledges that the remuneration payable to the Employee by the Company in accordance with this Agreement is sufficient consideration for the obligations of the Employee in this Article.

17.2 The Employee agrees that during the term of employment with the Company and for a period of one (1) year immediately following the termination of the employment with the Company for any reason whatsoever, whether with or without cause (irrespective of the circumstances of, or the reasons for, the termination), the Employee shall not take steps to directly or indirectly solicit, encourage and induce the Company's clients both current and prospective, to whom the Employee has been directly or indirectly engaged with or have knowledge of, to move current business with the Company to any other third party and/or terminate and/or disassociate their relationship in any manner whatsoever with the Company and/or shall not spread disaffection about the Company in order that the Company's clients to move the current business with the Company to any other third party and/or terminate and/or disassociate their relationship in any manner whatsoever with the Company.

18. **General**

18.1 The Employee shall faithfully perform all of its duties and functions for the position and shall devote best efforts and attention to the business of the Company.

18.2 The Company reserves the right to amend the Employee's job title and/or responsibilities to take into account the changing needs of the Company's business and the Employee's role within the Company.

18.3 The Employee agrees that it would perform the duties and functions in the best interest of the Company and/or its business and/or in accordance with the expectations, instructions and directions of the Company.

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

18.4 The Employee agrees that during the term of this Agreement, the Employee will work exclusively for the Company and will not perform or undertake to perform any work for any other person, without the prior written permission of the Company. The Employee shall devote all professional and business time, attention and energies to the business affairs of the Company.

18.5 Breach of covenants. The Employee acknowledges and agrees that the services to be rendered by the Employee under the employment are of a special, unique and extraordinary nature which gives them peculiar value. In the event of any breach of any covenant or promise set forth herein, the Employee agrees that the Company shall be entitled to seek judicial remedies for the redress of such breach, including, without limitation, the right to seek injunctive relief. The Employee further acknowledges that it will be difficult, if not impossible, to measure in money the damage that will be suffered by the Company in the event that the Employee fails to comply with the covenants and restrictions set forth under this Agreement that in such event the Company will not have an adequate remedy at law. Therefore, the Employee agrees that the Company in such event shall be entitled to injunctive relief, both temporary and permanent, to enforce such covenants or restrictions, or any of them, in any court having jurisdiction thereof, in addition to such other equitable and legal remedies which may be available to it.

18.6 The Employee is not entitled to receive or obtain directly or indirectly any gift, payment, discount, rebate, commission, or any other benefit in respect of any business transacted (whether or not by the Employee) by or on behalf of the Company and if Employee, directly or indirectly obtains any such payment, discount, rebate, commission or other benefit, the Employee shall forthwith account to the Company for the amount received or the value of the benefit so obtained for the Company, to take further action.

18.7 The Employee shall at all times during the term of this Agreement:

a) act in the best interest of the Company and/or its subsidiaries and/or its affiliates and/or group companies and not allow its own interests to conflict with the duties that Employee owes to the Company;

b) use best endeavors to diligently perform his duties and functions as detailed in this Agreement or requested by the Company from time to time;

c) not simultaneously engage in any other gainful or commercial activity (other than normally acceptable personal investment activity), business or professional activity, whether part-time or full-time, directly or indirectly or whether during or outside office hours or within or outside the office premises;

d) not enter into any contractual obligations on behalf of the Company and/or its subsidiaries and/or group companies which bind and/or create a lien (statutory or other), security, interest, pledge, assignment, encumbrance, chattel or conditional sale or any other obligations including any financial obligations or otherwise for the Company and/or its subsidiaries and/or group companies without prior written approval of the Company;

e) treat all information involving the Company and/or its subsidiaries and/or its affiliates and/or group companies and its customers and/or its employees with utmost sensitivity and discretion and maintain a high degree of confidentiality in accordance with Article 8 below;

f) and not make any representation and/or misrepresentation regarding the Company, its business and/or its subsidiaries and/or its affiliates and/or group companies its employees / directors/ officials to any third party, etc.

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Dc

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

I have read, understood and agree to the TOE. The Parties have executed 2 (two) original copies of this Agreement on the day and year above written, all of which together shall constitute one and the same instrument.

For **Computacenter India Private Limited**

DocuSigned by:
E933BF2CC4444E6...

Date 2022 May 27

Sambit Chandan Dash
Authorized Signatory

Pooja K

Date 1-06-2022

Pooja K

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter
COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 135/1, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

Annexure 3 - Consent to Collect, Retain & Process My Personal Data

I, Mr./Ms. **Pooja K** residing at Bangalore hereby acknowledge and agree that for the purpose of my employment and related matters, Computacenter India Private Limited ("**Company**") may need to procure from me, certain specific personal information/data/files/records and retain the same under it's official record. In this regard:

1. I undertake to provide to the Company all such data, information, documents, certificates, files, etc. including but not limited to those qualifying as 'Sensitive Personal Data' or 'Information' as defined under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 (**"Personal Data"**) as may be instructed by the Company, and I shall not withhold, condition or delay the same, under any circumstance, whatsoever.

2. I agree for the Company to maintain and retain all such Personal Data during the recruitment process and for the entire term of my employment as required.

3. I hereby authorize the Company to supply, share, transfer and/or reproduce the Personal Data or any part thereof with third parties including governmental bodies, whether for the purpose of its operational ease, business requirements or otherwise. I undertake not to raise any claim and further not to dispute with the Company and/or any third party, with respect to usage or reproduction of the Personal Data by the Company, in any manner, whatsoever.

4. I warrant that furnishing of any such Personal Data and the retention of the same by the Company shall not amount to breach of any applicable law (including data protection laws) in India and/or any contractual provisions.

Pooja K

Signature

1-06-2022

Date

DocuSign Envelope ID: EC34A9F0-9E2E-471E-989B-D434C17C739E

Computacenter

COMPUTACENTER INDIA PRIVATE LIMITED
Cowkrs No. 1351, Purva Premiere
Residency Road, Ward no 76
Bangalore, Bengaluru (Bangalore) Urban
Karnataka, 560025

Annexure 4

1. You have presently been selected as a Graduate Engineer and have been associated with the Company since 5th July 2022;

2. The Company has agreed to provide you with specialized training to upgrade your technical skills and professional knowledge at considerable cost and expense which Training is proprietary and cannot be provided by any other organization.

3. Since you are undergoing Training at a cost to the Company, you are hereby informed that you shall continue the Training with the Company and agree to and continue to remain in employment for a minimum period of 18 months starting from 5th July 2022 to 4th January 2024 (hereinafter called the term).

4. You hereby agree that in case of your employment is terminated with the Company either voluntary termination/willful breach of the terms of the Training during the terms mentioned above, you hereby agree to reimburse the Company a sum of Rs. 75000/- (Rupees _Seventy-Five Thousand Only) as partial reimbursement of the costs incurred by the Company for providing your Training.

5. The sum as mentioned above shall be paid by you to the Company as follows:

a. before 15 days from your last working date in case of voluntary termination by way of resignation etc. or

b. before one week of termination due to disciplinary actions etc.

In case, you fail to pay the Company, the amounts within the stipulated time period, the same may be recovered from any of the sums payable to you from the Company or in any other manner as a debt due to the Company and also can recover the same if any due after your termination from the Company.

Pooja

Signature

1-06-2022

Date

Abhilasha M S

#344-1, 8th Cross, Jayanagar, Kolar, 563102

Dear Abhilasha M S,

Date: 26th October, 2021

LETTER OF APPOINTMENT TO CSG Systems International (India) Private ("CSG")

Welcome to CSG!

We have pleasure in offering you employment with the **CSG**. Your conditions of employment are as follows:

Position Details:

Job Title: **Software Dev Engr Grad**

Reporting Unit: **ASCENDON SOFTWARE DELIVERY GROUP**

Date of Commencement of Employment:

The commencement date of your employment is **4th July 2022**

Location of work

Embassy Tech Village, Unit 1, 9th Floor, Block 7B, Near New Horizon College, Devarabisanahalli, Outer Ring Road, Bengaluru – 560103

Special Conditions

a) This offer expires within 24 hours of receipt of this Offer of Employment.
b) The Employee will be required to have and maintain the legal right to work in India.
c) The Employee will be required to possess and maintain valid travel documents (passport etc.) as travel will fall part of the employment duties.

d) This offer is also contingent upon your representation that you are not a party to or bound by a non- compete, non-solicitation or any other agreement with a current or former employer restricting you from accepting and performing the functions of this offer of employment

e) This conditional offer is subject to successful completion of a background check. Due to current circumstances related to the pandemic, background checks have been delayed dependent upon the location and jurisdiction from which information is being obtained. Therefore, the completion of the background check process may not occur until after you have been hired but your employment remains conditioned on a satisfactory background check. Should you decide to move forward with the process prior to the background check being completed, we ask that you consider this carefully prior to giving any notice to a current employer or finalizing plans to relocate if applicable. Even if you have been hired, you may be terminated after your hire date based on the results of a criminal check.

Compensation and Benefits

Your salary would include fixed payments and reimbursements. The salary structure is provided as per the annexure attached to this letter. Accordingly, the annual salary as derived is **INR 750,000.00 (Rupees Seven Lakh Fifty Thousand only)**

Compensation Practices

Where your role requires you to incur expenses to the benefit of the company, these expenses will be reimbursed provided the correctly authorized claim form is submitted. Where you are required to travel for business purposes, you will be reimbursed for such travel at the rate applying from time to time.

Please note, however, that all business expenses and travel require the prior approval of your manager.

Expense reimbursements are role/assignment related and may be withdrawn and/or changed should your assignment or role change. They are not taken into account for purposes of annual increases which are based on total direct cost to company only.

The onus is on the employee to read the Expense claim procedure document to ensure re-imbursement of expense claims. (Document obtainable from HR/ Finance)

Probationary Period

Your appointment is conditional upon the completion of a probationary period. This period will be determined on evaluation of

your suitability for continued employment considering the requirements of the position you will fill.

On satisfactory completion of probation, we will inform you in writing whether we can confirm your appointment and you shall be deemed to be on probation until so confirmed in writing. Such evaluation will be ongoing but a satisfactory evaluation must be achieved within six months. The details of our appraisal criteria and process will be provided to you immediately upon joining.

Formal appraisals are conducted annually. You will be set objectives for the appraisal cycle within 6 (six) months of joining.

Working Hours

The company operates a five day week, Monday to Friday. Your working hours will be from 09.30hrs to 18.30 hrs with a 1(one) hour lunch break. A Flexi-time policy does exist but is not a condition of employment.

The requirements of your position may however necessitate you working outside these hours from time to time.

Termination of Employment

Employee's employment will continue until terminated by either party by giving not less than 2 (Two) months written notice, or until terminated at an earlier date as provided in this Agreement. During the Probationary period the Employee's services can be terminated by giving one month (30) days written notice on either side.

The Company reserves the right in its absolute discretion to terminate the services of the Employee by making payment in lieu of notice period, or cause release of the services of the Employee prior to the completion of the notice period by allowing the Employee to make payment in lieu of the notice period, or require the Employee to stay away from work during the notice period, or require the Employee to carry out specific duties for the Company during the notice period.

Falsification of data for employment, serious misconduct like insubordination, causing loss to company or employees, breach of terms of appointment, violation of proprietary information, invention and confidentiality agreement, violation of invention, copyright and trade secret agreement and other agreements signed at the time of joining, unauthorized absence from work**(these examples are intended only as a guide and are not all-inclusive) could lead to termination of the Employee's services from the Company immediately, without any benefits that may have to be paid to the Employee had such determination of services been voluntary and in accordance with normal established procedure.

**Failure to properly report absences for eight consecutive days or more may be interpreted by the Company to mean that you have voluntarily resigned from the service of the Company.

Restraint of Trade

For the period that the employee is employed by the company, and for a period of one (1) year thereafter, the employee may not:-

a) be employed by, or contracted to any client at which you have performed any work or duties for the company, or to whom you were introduced by the company

b) Introduce any employees or contractors to any client at which you have performed any work or duties, or to whom you were introduced by the company except when this is done on behalf of CSG.

c) Employ any employee of the company whether a full time or contract employee

At no time may the employee induce any employee of the company, whether a full time or contract employee, to leave the employment of the company.

Exclusivity

Your position is a whole time employment with CSG, and you shall devote yourself exclusively to development of its business. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly, in any other trade or business during the employment with the Company without our permission in writing.

Taxation

Your remuneration will be subject to withholding taxes in accordance with Indian tax laws prevailing at time to time.

Transfer

You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location in the world, department or branch of CSG or any subsidiary, associate or affiliate of CSG. In such case, you will be governed by the terms and conditions of service applicable to the new assignment

Employee Non-Disclosure Agreement

During the course of your employment with CSG, you will have access to certain confidential and proprietary information of CSG, and their activities. You will not, at any time, without the written consent of an authorized signatory of the company, disclose, divulge or make public except on legal obligations, any information regarding company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your employment or otherwise.

Further, if you conceive any new or advanced methods of improving process / formulae / systems in relation to the operation of CSG and/or any of its subsidiaries, such development will be fully communicated CSG and will be and remain sole right / property of CSG and / or its Parent company.

Health Insurance

You will be eligible to join this scheme from your first day of employment with the company provided you meet the requirements as set down by the insurance company.

Group Life Cover

You will be eligible to join the Group Life Cover scheme. This scheme relates to 'Death in Service'. Please provide the business with the relevant information on day of joining.

Gratuity

You will be eligible to receive any payment in accordance with Indian law relating to payment of gratuity.

The Company reserves the sole right to incorporate such other terms and conditions as it deems fit. The Company reserves the sole right to amend, revise or withdraw plans or programs referenced in this offer letter as it deems fit.

General

Please note that the above terms and conditions of employment are subject to change in writing.

Please confirm your acceptance of the terms and conditions of employment by signing the attached copy of this letter. Kindly ensure that you also initial each page and any attachment hereto.

Kindly complete and return the following documents to the Human Resources Department. Non compliance will result in non processing of salary.

- Copy of this letter of appointment signed by you.
- Employee declaration information sheet
- Provident fund beneficiary form
- Gratuity Form

On behalf of the Management and Staff of CSG – I welcome you to the CSG India Family.

Yours sincerely,

Shashidhar Mendon
Shashidhar Mendon (Oct 27, 2021 09:47 GMT+5.5)

Shashidhar Mendon
Talent Acquisition Manager (APAC)
CSG Systems International (India) Private Limited

I accept the Employment Offer from **CSG Systems International (India) Private Limited**

on the terms mentioned herein above. I have read and have understood the terms and conditions governing my employment with CSG and my signature below confirm my agreement hereto.

TOGETHER, YOU WIN.

Annexure

First Name	**Abhilasha**
Last Name	**M S**
Position	**Software Dev Engr Grad**

Components of Compensation	Amount (Per Annum)	Mode of Payment
	(In Rupees)	
Basic Compensation	300,000	Paid Monthly
House Rent Allowance	150,000	Paid Monthly
Special Allowance	249,000	Paid Monthly
FRP*	15,000	Reimbursement
Gross	**714,000**	

Retirals	
Provident Fund	36,000
Total Annual Salary	**750,000**

***FRP Components**	
Leave Travel Assistance (LTA) - 5% of Basic salary	15,000
Total FRP	**15,000**

Date: 16-Dec-21

Dear Shylesh S,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.**2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs.**2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and

exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on between June to August'22**.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

XXXXX **Date**

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited



P R Manikantan

Senior Director, Campus and Institutional Alliances

1.Annexure 1 - Salary Working

Salary Working			
Designation: Trainee - Technical Support		**Grade:**	**JL 1 B**
Guaranteed Compensation	**Explanatory Notes**	**Monthly**	**Annual**
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
Total Guaranteed Compensation (TGC)		**18,833**	**2,26,000**
Variable Component			
Variable Performance Pay**			**24,000**
Gross Cost to Company (CTC)			**2,50,000**
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Zoho Sign Document ID: QJQCADUKZ3SHFUK-GLJGDEY3N86QNN00AJGR32B1HOQ

Strictly Private & Confidential

Sep 5, 2022 **VerSe/HRD/MAN00044**

Lalith Sagar J
Employee ID – V2503

Dear **Lalith,**

Subject: Appointment Letter for the position of Associate Devops Engineer

Subsequent to the interview you had with us, we are pleased to appoint you the position of **Associate Devops Engineer** with **VerSe Innovation Private Limited ("Company"),** on the terms indicated below ("**Appointment Letter**"). In this position you will initially be located in **Bangalore,** however the job may require you to travel within India and you could be transferred to any other location.

Position	:	**Associate Devops Engineer**
Grade	:	**P1**
Location	:	**Bangalore**

Your employment is commenced on **Sep 5, 2022** and agreed as per the terms hereof ("**Date of Joining**").Your remuneration details are specified in **Annexure 'A'** and the employment related terms and conditions are specified in **Annexure 'B'** of this Appointment Letter. You are required to abide by the internal policies that are in force (and as amended from time to time) such as HR policies, confidentiality, other IT related policies and regulations implemented in the Company.

Your employment terms and conditions should not be disclosed to any person and should be treated with the strictest confidence. Should you require any clarification on your employment terms, please contact the HR department of the Company.

Please sign at the bottom of this Appointment Letter as your acknowledgment of your acceptance of this Appointment Letter and of the terms and conditions contained hereunder.

We would like to take this opportunity to welcome you and wish you every success with **VerSe Innovation Private Limited**

Yours Sincerely,
For VerSe Innovation Private Limited

Maya John
Group Head – Human Resources

LALITH SAGAR J lalithsgar 5th Sep 2022 Bengaluru

DealerSocket

06-07-2022
Siddharth M
Bangalore
Subject: Letter of Appointment

Dear Siddharth

We are pleased to appoint you to the position of **Associate Software Engineer I** with DealerSocket (India) Private Limited (the "**Company**"). Your employment will be based on your acceptance and compliance with the terms and conditions outlined below. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us. Contingent upon your acceptance with these terms and conditions, your appointment, and this agreement ("**Agreement**") is made effective on **25-07-2022**. You will be referred to as the "**Employee**." The Company and the Employee will hereinafter jointly be referred to as the "**Parties**" and severally as the "**Party**".

1. SPECIFIC DEFINITIONS

In this Agreement:

1.1 "**Affiliate**" means any Person that directly or indirectly through one or more intermediaries, controls or is controlled by or is under the common control as that of the Company.

1.2 "**Competitor**" means and includes all such Persons whether domestic or foreign, which carry on or which are likely to carry on business similar to the Business as defined herein above or directly or indirectly compete or have the potential to compete with the Company.

1.3 "**Confidential Information**" means and includes, information which is confidential and proprietary to the Company or Affiliates or to certain third parties with which the Company or Affiliates has relationships, and disclosed to or obtained by the Employee from the Company and/or Affiliates or such third parties, whether (without limitation) in graphic, written, electronic or machine readable form on any media or orally and whether or not the information is expressly stated to be confidential or marked as such and includes, but is not limited to information of value or significance to the Company or Affiliates or its Competitors (present or potential) such as Company's Intellectual Property; content; data; techniques; plans; designs; programs; customer information; identity and job descriptions of Company personnel; the Company's organizational structure; financing relationships or terms; service provider or vendor relationships or terms; processes; methodologies; compensation or bonus data; the terms of this Agreement; or other information not in the public domain pertaining to the Business or affairs of the Company or of any of its Affiliates; but does not include information: (i) that is in the public domain other than by Employee's breach of this Agreement or of any other agreement to which the Employee is bound by; (ii) that was previously known by Employee, as established by written records of the Employee prior to receipt of such information from the Company and (iii) that was lawfully obtained by the Employee from a third party without any obligations of confidentiality to Company;

1.4 "**Company Policies**" shall mean the policies and procedures of the Company as specified in Section 10 of this Agreement

1.5 "**Intellectual Property**" includes ideas, concepts, creations, discoveries, inventions, improvements, know how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs, data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, whether or not copyrightable or patentable, or any written or verbal instructions or comments;

1.6 "**Intellectual Property Rights**" or "**IPRs**" include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof; (vi) causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same;

1.7 "**Person**" or "**Persons**" means an individual, corporation, partnership, limited liability company, association, trust or other entity or organization, including a government or political subdivision or an agency or instrumentality thereof that is not a party to this Agreement

1.8 "**Property**" includes, but is not limited to the:

1.8.1 internal memoranda, computer equipment (including software), training materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property which embody Confidential Information and Intellectual Property or any other information concerning the Business, of the Company, whether such documents have been prepared by the Company or any other Person;

1.8.2 papers, blueprints, drawings, specifications, pen drives, laptops, keys, pass cards, identification cards, photographs, charts, graphs, notebooks, customer lists, computer disks, tapes or printouts, sound recordings and other printed, typewritten or handwritten documents, sample products, prototypes and models or any other property belonging to the Company or its Affiliates.

1.8.3 any residential accommodation, automobile, furniture, fixtures, fittings and furnishings, communication equipment, and all other items; and,

1.8.4 any tangible expression of Confidential Information, including, without limitation, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto

1.9 Unless the context of this Agreement otherwise requires (i) words of any gender include each other gender; (ii) words using the singular or plural number also include the plural or singular number, respectively; (iii) the terms "hereof," "herein," "hereby" and derivative or similar words refer to this entire Agreement; (iv) whenever this Agreement refers to a number of days, such number shall refer to calendar days unless otherwise specified; (v) headings are used for convenience only and shall not affect the interpretation of this Agreement; and (vi) references to the Recitals, Sections and Schedules shall be deemed to be a reference to the recitals, sections and schedules of this Agreement.

DealerSocket

2. CONDITIONAL EMPLOYMENT, DESIGNATION AND PROBATIONARY PERIOD

2.1 The Company hereby employs the Employee as **Associate Software Engineer I**, upon the terms and conditions set forth in this Agreement and the Company Policies, with effect from **25-07-2022** or such other date as may be mutually agreed ("**Date of Employment**").

2.2 Notwithstanding the aforesaid or anything to the contrary, the Employee's employment with the Company is contingent upon (1) successful completion by the Company of the Employee's background and reference checks; (2) the Employee's full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit the Employee either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this Agreement; and (3) there being no pending claims, actions, suits or proceedings against the Employee which might reasonably be expected to have an adverse effect on the Employee's ability to perform Employee's duties towards the Company hereunder or on the Company. (4) The employee's successful completion of Educational degree without backlogs. The Company reserves the right to terminate the Employee's employment without any obligation whatsoever in the event that it receives any negative background or reference check results or determines that any contractual or other obligation may limit the Employee's ability to engage in business activities for the Company or if the Employee is found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

2.3 The Employee's employment with the Company will be subject to a probationary period of six months, with a review of the Employee's performance occurring at approximately the three-month mark and six-month mark. If the Employee's performance is satisfactory to the Company during this period, then the Company will confirm the appointment in writing. The Company may, at its sole discretion, extend this probationary period for whatever period the Company deems appropriate.

3. DUTIES AND RESPONSIBILITIES, TRANSFER, CONFLICTS, ETC.

3.1 The Employee hereby agrees and undertakes to perform various duties and undertake various responsibilities as may be required by the Employee's reporting officers, from time to time. The Employee is expected and required to devote the whole of the Employee's working time and attention to the Company to the best of the Employee's skills and abilities to /promote the interests and welfare of the Company.

3.2 The Employee's regular expected working hours shall be nine hours per day and 45 hours per week. However, the Employee acknowledges and agrees that based on the Employee's position, the Employee may be required to work any additional hours necessary for the successful performance of the job duties, including time on weekends and holidays. Except as may be required by the Company, in the event the Employee desires to work beyond the work hours specified hereunder, the Employee may do so only with prior approval of Employee's reporting manager or any other person designated by the Company in this regard. The Employee acknowledges and agrees that the Employee's remuneration detailed in Section 4 sufficiently covers any and all working hours necessary for the successful completion of the job duties and the business needs of the Company.

3.3 The Company may, at its sole discretion, second, depute, assign or transfer the Employee to any other office of Company in India or overseas or to any Affiliates of the Company or to any third parties. The Employee may also be required to make visits and travel both within India and overseas, as may be necessary for the proper discharge of the Employee's duties.

3.4 While in the employment of the Company, the Employee is not allowed to be employed in any other organization on a permanent, temporary or part-time basis or offer services with or without consideration to any physical person, legal entity or public authority or be occupied in the Employee's own business, without the prior written consent of the Company. The Employee shall comply with all directions given to the Employee by the Company and faithfully observe all the rules, regulations, and arrangements applicable to the Employee.

3.5 The Employee is required to disclose in writing to the Company all of the Employee's business interests, if any, whether or not they are similar to or in conflict with the business or activities of the Company and all circumstances, in respect of which there is or there might in the future be a conflict of interest between the Company and the Employee or any of Employee's immediate relatives. The Employee agrees to disclose fully to the Company in writing any such interests or circumstances, which may arise during Employee's employment immediately upon accruing of such interest or occurring of any such circumstances.

3.6 During the term of the Employee's employment with the Company, the Employee is required to be medically fit to perform the services assigned to the Employee from time to time. Whether the Employee is medically fit is an issue which will be professionally determined by the Company, and the Employee shall be bound by such determination. The Employee may accordingly be required to undergo periodical medical examination as and when directed by the Company.

3.7 During the term of employment and at all times thereafter, the Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

3.8 The Employee will also be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. The Employee shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to the Employee's employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, the Employee represents and covenants that the Employee has not, and shall not, at any time, during his employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

4. REMUNERATION AND BENEFITS

4.1 The Employee shall be entitled to an all-inclusive remuneration as listed in the detailed break-up of the remuneration provided in **Schedule 1**. The Company may change the remuneration package or compensation structure from time to time.

4.2 The Company may withhold or deduct from any amounts payable under the Agreement such taxes or contributions as may be required to be withheld or deducted pursuant to any applicable law or regulation. In case of any under-withholding, the Employee shall be responsible to pay the necessary tax or contributions and any interest or penalty thereon.

4.3 If, during the Employee's employment under this Agreement, the Employee becomes indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from the Employee against the compensation payable to the Employee and collect any remaining balance from the Employee.

4.4 The Company may offer the Employee certain employee benefits, subject to and in accordance with the applicable benefit plan and applicable law, as may be amended from time to time. The Company reserves the right to amend, alter or cease to provide (without compensation) any benefit (including any commission plan or incentive-based pay) at any time, in accordance with applicable law.

4.5 The Employee is entitled to leaves and public holidays in accordance with applicable law and the Company Policies as implemented and amended from time to time.

5. NON-SOLICITATION AND NON-COMPETE

5.1 The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company ("**Termination Date**"), the Employee shall not, directly or indirectly, either as an individual on the Employee's own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

5.1.1 Solicit or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company or its Affiliates to terminate the Employee's contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or

5.1.2 Contact or attempt to contact any of the existing or prospective clients (*i.e.* any person or organization with whom the Company or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company or its Affiliates to entice such clients away from the Company or its Affiliates or to damage in any way their business relationship with the Company or its Affiliates or for the provision of substantially the same services provided to such clients by the Company or its Affiliates; or

5.2 The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the Termination Date, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), enter the employ of, or render any other services to, any Competitor.

5.3 It is agreed by and between the Parties that the employment with the Company and the compensation payable under this Agreement shall be enough consideration for this Section.

5.4 The Employee hereby acknowledges and agrees that the limitations as to time and the limitations of the character or nature placed in this Section 5 are reasonable and fair and will not preclude the Employee from earning a livelihood, nor will they unreasonably impose limitations on the Employee's ability to earn a living. In addition, the Employee agrees and acknowledges that the potential harm to the Company of the non-enforcement of this Section outweighs any potential

harm to the Employee by this Agreement and has given careful consideration to the restraints imposed upon the Employee by this Agreement and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information and Intellectual Property of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each restraint imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

5.5 It is expressly understood and agreed by the Parties that although the Employee and the Company consider the restrictions contained in this Section 5 to be reasonable, if a final judicial determination is made by a court of competent jurisdiction that the time or territory or any other restriction contained in this Agreement is an unenforceable restriction against the Employee, the provisions of this Agreement shall not be rendered void but shall be deemed amended to apply as to such maximum time and territory and to such maximum extent as such court may judicially determine or indicate to be enforceable. Alternatively, if any court of competent jurisdiction finds that any restriction contained in this Agreement is unenforceable, and such restriction cannot be amended so as to make it enforceable, such finding shall not affect the enforceability of any of the other restrictions contained herein.

5.6 Notwithstanding the foregoing, nothing herein shall prevent the Employee from directly or indirectly owning, solely as an investment, securities of any person engaged in the business of the Company which are publicly traded on a national or regional stock exchange or on the over-the-counter market, if the Employee (i) is not a controlling person of, or a member of a group which controls, such person, and (ii) does not, directly or indirectly, own 1% or more of any class of securities of such person.

5.7 For all purposes of this Section 5, the Company shall be construed to include the Company and its Affiliates.

6. CONFIDENTIAL INFORMATION

6.1 The Employee shall forever hold the Confidential Information in confidence and shall not publish, disclose or disseminate, any time, to any Person or Competitor of the Company or its Affiliates; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfil the Employee's duties with the Company, or remove any Confidential Information, in whole or in part, from the Company's premises, without the Company's prior written permission.

6.2 Notwithstanding the aforesaid provision, the Employee may disclose Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that the Employee shall in such a case give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

6.3 The Employee shall return to the Company or to its nominees Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in the Employee's possession, power and control as and when called upon by the Company and upon termination, not later than the Termination Date or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Confidential Information. Until such time as all such Confidential Information is returned or destroyed, the Company shall, in addition to initiating legal proceedings for recovery of the same, be entitled to withhold any salary, emoluments or other dues of the Employee. Further, the Employee shall compensate the Company for any misuse of the Confidential Information. On or immediately after the Termination Date, the

Employee shall certify (as per the format provided by the Company) that the Employee has complied with the obligations imposed under this Section.

6.4 The Employee understands that access to the Company's databases and table structures and any other Confidential Information, including but not limited to databases or table relating to clients, salary information, benefits, or stock of Company employees, is only on a "need to know basis". The Employee understands that the Employee is not permitted to access any database and tables, unless the database or table directly relates to the work being performed by the Employee, and the Employee agrees that the Employee will not access any databases or tables other than those necessary to perform the Employee's duties. The Employee understands that accessing a Company database or table that does not directly relate to the work required to be performed by the Employee may, at the sole option of the Company, result in disciplinary action, up to and including termination of employment. The Employee also understands and agrees that sharing passwords, using another employee's password, or allowing someone to use a password that has been designated solely as the password of the Employee, may, at the sole option of the Company, result in disciplinary action up to and including termination. The Employee also understands that the Company may monitor and review which databases and tables that the Employee has been accessing at any time without prior notice to the Employee.

6.5 During the term of employment, the Employee will not improperly use or disclose any Confidential Information or trade secrets, if any, of any former employer or any other person to whom the Employee has an obligation of confidentiality, and the Employee will not bring onto the premises of the Company or Company's clients any unpublished documents or any property belonging to any former employer or any other person to whom the Employee has an obligation of confidentiality, unless consented to in writing by such former employer or person.

6.6 The provisions of this Section 6 shall survive the termination of this Agreement. The Employee acknowledges and agrees that in the event of breach of this Section 6, damages alone may not be an adequate remedy for the Company and the Company shall be entitled to avail any remedy available under law including without limitation injunction or specific performance.

7. INTELLECTUAL PROPERTY

7.1 **Prior Developments**: The Employee has submitted to the Company a complete report with all supporting documents relating to all the Confidential Information, Intellectual Property and all other information developed by the Employee on or prior to the Date of Employment, which would be excluded from the scope of this Agreement. To preclude any possible uncertainty, the Employee sets forth in **Schedule 2** attached hereto a complete list of all Intellectual Property that the Employee has, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice prior to the Date of Employment, that the Employee considers to be the Employee's property or the property of third parties and that the Employee wishes to have excluded from the scope of this Agreement. If any such disclosure has not been made in **Schedule 2,** the Employee represents that the Employee does not own any Intellectual Property prior to the Date of Employment.

7.2 **Acknowledgment**: The Employee acknowledges and agrees that the Intellectual Property as well as any portion thereof developed by the Employee shall be the sole property of the Company from date of creation thereof.

7.3 **Disclosure**: During the term of the Employee's employment and for six months after termination of the Employee's employment with the Company, the Employee agrees to maintain adequate and current written records on the development of all Intellectual Property and to disclose promptly

upon its creation to the Company all Intellectual Property and relevant records, which records will remain the sole property of the Company. The Employee further agrees that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that the Employee does not believe to be Intellectual Property, but is conceived, developed, reduced to practice by the Employee (alone or with others) during the period of employment, shall be promptly disclosed to the Company.

7.4 **Handing-over**: The Employee agrees that all originals and all copies of any and all material containing, representing, evidencing, recording, or constituting all or part of the Intellectual Property, however and whenever produced (whether by the Employee or others) and whether or not protected under copyright law or patentable or protected under other intellectual property law, shall be immediately handed over to the Company upon its creations and any copies thereof returned to the Company upon termination of the Employee's employment for any reason.

7.5 **Ownership**: The Employee agrees that the exclusive ownership of all content of any Intellectual Property that is not protected under copyright laws or other intellectual property law or that is not patentable shall be automatically and irrevocably transferred to the Company from date of creation. The Employee hereby waives all moral rights in relation to the Intellectual Property.

7.6 **Assignment**: The Employee hereby irrevocably, absolutely and perpetually assigns to the Company worldwide rights in respect of all of the Employee's right, title, and interest, including IPRs, in respect of the Intellectual Property developed by the Employee, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee hereby agrees to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. The Employee further agrees to assist and cooperate with the Company in perfecting the Company's rights in any of its Intellectual Property.

7.7 **Agreement to Assign**: To the extent any assignment of Intellectual Property cannot be made to the Company or its designees, for any reason whatsoever, the Employee hereby irrevocably, absolutely and perpetually agrees to assign to the Company or its designees, all of the Employee's right, title and interest including IPRs therein or any part thereof.

7.8 **Co-operation**: During and after the term of the Employee's employment by the Company, the Employee shall and undertakes to assist the Company, at the Company's expense, in every proper way to (i) secure and maintain the Company's rights hereunder and to carry out the intent of this Agreement and for vesting the Company with full title of the Intellectual Property and all rights, titles and interest including IPR therein; (ii) to apply and prosecute registration applications in respect of IPRs relating to Intellectual Property for the Company's benefit, in any and all countries; (iii) sign, execute, affirm all documents, including, without limitation, all applications, forms, instruments of assignment and supporting documentation and perform all other acts as may be required for the abovementioned purposes.

7.9 **Power of Attorney**: Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any IPRs, due to any cause, the Employee hereby irrevocably designates and appoints the Company and each of its duly authorized officers and agents as the Employee's agent and attorneys to do all lawfully permitted acts to further

the prosecution, issuance, and enforcement of IPRs or protection in respect of the Intellectual Property, with the same force and effect as if executed and delivered by the Employee. The Company reserves the right to appoint another attorney in lieu of the attorney as appointed hereinabove.

7.10 **Third-Party Material**: The Employee represents and warrants that the Employee will not use or integrate in the Intellectual Property any third-party materials or data that are not validly licensed to the Company unless previously authorized by the Employee's reporting officer in the Company. The Employee represents and warrants that the Employee has not violated the IPRs of any third party, and covenants that he shall not violate the IPRs of any third party in the course of the Employee's employment with Company. Provided that in the event the Company is held liable for the Employee's violation of any the IPRs, the Employee undertakes to indemnify the Company or Affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

7.11 **License**: If, in the course of the Employee's employment with the Company, the Employee incorporates Intellectual Property into the Company's product, process or machine, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sub-licensees) to make, have made, modify, use and sell such Intellectual Property.

8. TERMINATION OF EMPLOYMENT

8.1 **Termination by either Party**: Either Party may terminate the Employee's employment upon written notice to the other Party. The termination would be effective after **two (2) months** from the date of the receipt (by the other Party) of such notice (hereinafter referred to as the "**Notice Period**"). Alternatively, the Company may terminate the Employee's employment with immediate effect, upon giving the Employee salary in lieu of notice or pro-rated salary for the balance of the Notice Period in case the Employee has been permitted to work during some portion of the Notice Period. In case the Employee has given a notice to resign from services, the Employee is expected and required to diligently serve the entire notice period. However, in such a resignation situation, the Company may, at its sole discretion, without being obligated to do so, (i) require the Employee to leave service at any time during the notice period without any payment for the balance unexpired portion of the notice period or (ii) upon the Employee's request allow Employee to leave service during the notice period only upon the Employee making payment to the Company in the form of damages for breach, the amount equivalent to the Employee's salary for the balance unexpired portion of the Notice Period.

8.2 **Termination during probationary period**: Notwithstanding anything aforesaid, if the Employee is serving in the probationary period, this Agreement can be terminated by the Company immediately, without giving any notice to the Employee. However, in case the Employee wishes to terminate this Agreement during such period, the Employee shall give at least **one (1) month** written notice to the Company. In such an event, the Company may, at its sole discretion, permit the Employee to leave service during the period of notice without any salary in lieu of notice or pro-rated salary for the balance notice period as per this Section.

8.3 **Termination by Company due to the Employee's misconduct**: Notwithstanding anything mentioned in above Sections 8.1 and 8.2, the Company may terminate the Employee's employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct of the Employee, (ii) the Employee's breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to the Employee by

persons so authorized, (iv) the Employee's insolvency or conviction for any offence involving moral turpitude, (v) breach by the Employee of any terms of this Agreement or the Company Policies or other documents or directions of the Company, (vi) irregularity in the Employee's attendance, or the Employee's unauthorized or unapproved absence from the place of work for more than seven consecutive working days, (vii) the Employee going on or abetting a strike in contravention of any law for the time being in force, (viii) the conduct of Employee being in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) the Employee's misconduct as provided under the labour laws or Company Policies.

8.4 **Termination upon Total Permanent Disability or Death of Employee**: This Agreement shall automatically terminate upon the Employee's total permanent disability, or death.

8.5 **Retirement**: The Employee will automatically retire from the Company on attaining the age of 60 years. An extension may, however, be given at the discretion of the Company.

8.6 **Offer on Liquidation**: If the employment of the Employee is terminated by reason of the liquidation of the Company in case of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganization of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and the Employee shall have been offered employment with the entity succeeding to the Company upon such event on terms no less favorable to the Employee than the terms in effect under this Agreement then the Employee shall have no legal or contractual claim against the Company by reason of the termination of the employment.

8.7 **Garden Leave during Notice Period**: The Company may, in its absolute discretion, require the Employee at any time during the Notice Period not to attend the Employee's place of work or not to perform any duties for the Company or to perform any such duties, projects or tasks as are expressly assigned to the Employee by the Company. The Employee shall continue to be employed by the Company during such period and therefore shall be eligible to receive the Employee's full pay and benefits during any such period. During any such period, the Employee shall (i) notify the Company of any change of address or contact details, (ii) if requested by the Company, refrain from contacting employees, clients and professional contacts of the Company, (iii) cease to be an authorized signatory of the Company or hold a power of attorney for the Company, and (iv) continue to be bound by the express and implied duties of the Employee's employment, including, without limitation, by the duty of fidelity and good faith owed to the Company. The garden leave shall be offset against any annual leave of the Employee.

8.8 **Liability**: The Parties hereby agree that if the termination is found to be wrongful by an appropriate court in India, based on a non-appealable order, the maximum liability of Company shall not exceed Employee's 15 days' salary and statutory benefits for every year of service, in case the Company does not re-instate the Employee.

8.9 **Separation and Release**: Upon termination of the Employee's employment with the Company for any reason, the Company may require the Employee to sign a Separation and Release Agreement with the Company at no additional consideration or payment.

9. COMPANY'S PROPERTY - EMPLOYEE'S DUTY TO RETURN

9.1 Any and all of the Company's Property, Confidential Information and Intellectual Property of the Company acquired by or in the possession of the Employee under this Agreement, shall be returned to the Company immediately upon termination of this Agreement or Employee's employment.

9.2 In the event the Employee's employment with the Company is terminated, the Employee shall sign and deliver to the Company a termination and release certificate as provided by the Company, without any additional consideration or benefit.

9.3 It is further agreed and understood that until such time as all of the Company's Property, Confidential Information and Intellectual Property are returned and the termination certificate is provided as stated above, the Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold any salary, emoluments or other dues of the Employee then or in the future payable to the Employee, and may further, at its discretion, deduct therefrom the full value of the Company's Property calculated at its then replacement price. The Employee recognizes and agrees that the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's Property, Confidential Information and Intellectual Property by the Employee or any damage occasioned to the Company's Property, Confidential Information and Intellectual Property whilst in the custody of or entrusted to the Employee.

10. COMPANY POLICIES

10.1 The Employee agrees and undertakes that the Employee shall be bound by all the policies and procedures of the Company (including those contained in the Employee Handbook, if any), as may be drafted, revised, amended or updated from time to time by the Company.

10.2 The Employee may be entitled to receive compensation under the Employees' Compensation Act, 1923 (if applicable) in case any personal injury is caused to the Employee by way of an accident arising out of and in the course of Employee's employment with the Company, unless the payment obligation is covered by the insurance policies taken by the Company on the Employee's behalf.

10.3 The Company provides for maternity benefits to eligible employees in accordance with the Maternity Benefit Act, 1961 (if applicable). Please refer to the Company polices for further information in this regard.

11. NOTICES

11.1 All notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or by facsimile transmission or mailed (first class postage prepaid) or by electronic mail to the Parties at the following addresses or facsimile numbers:

If to the Company:
Attention: Samarpita Banerjee (samarpita.banerjee@solera.com)
Address: 4th Floor, in Block 2, Prestige Technostar, Brookfield Main Road, Bangalore

along with a copy by email to: arun.babji@solera.com

If to the Employee: At the address provided in this Agreement or the address as available in the Company's records, or at the following email address – samarpita.banerjee@solera.com.

11.2 Any change in the address of either the Company or the Employee shall be notified to the other Party in the same manner mentioned hereinabove.

DealerSocket

12. REPRESENTATIONS AND COVENANTS

12.1 The Employee hereby represents to and covenants with, the Company that:

12.1.1 (i) the Employee has been provided with a copy of this Agreement for review prior to signing it (ii) that the Employee has reviewed the Agreement and that the Employee understands the terms, purposes and effects of this Agreement, (iii) the Employee has signed the Agreement only after having had the opportunity to seek clarifications; (iv) the Employee has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon the Employee (v) the Employee has executed this Agreement of the Employee's own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company; (vi) the Employee has all requisite power and authority, and does not require the consent of any third party to enter into this Agreement and grant the rights provided herein; (vii) the execution, delivery, and performance of this Agreement by the Employee does not and will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which the Employee is a party or any judgment, order or decree to which the Employee is subject; (ix) the Employee is not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other Person; and (ix) the services performed by the Employee and all items and materials furnished by the Employee in connection with or as a result of such services shall not infringe upon or violate the personal, civil or property rights, or the rights of privacy of, or constitute a libel, slander or unfair competition against or violate or infringe upon any common law right, copyright, trademark, trade name or patent or any other right of any person or entity;

12.1.2 The Employee will not execute any instrument or grant or transfer any rights, titles and interests inconsistent with the terms and conditions of this Agreement.

12.1.3 The Employee is legally permitted to reside and be employed in India and shall remain so during the term of the Employee employment with the Company.

13 MISCELLANEOUS

13.1 **Entire Agreement**: The terms of this Agreement are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee including, but not limited to, any representations made during the Employee's interview or relocation negotiations, whether written or oral. This Agreement shall constitute the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial, administrative, or other legal proceeding involving this Agreement. Any subsequent changes in the Employee's duties, salary or compensation will not affect the validity or scope of this Agreement.

13.2 **Amendments**: No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialed by all signatories to this Agreement.

13.3 **Survival**: Termination of this Agreement shall not affect those provisions hereof that by their nature are intended to survive such termination.

13.4 **Assignment**: Except as otherwise provided in this Section, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns. Neither this Agreement nor any right or interest hereunder shall be assignable by the Employee, the Employee's beneficiaries, or legal representatives without the Company's prior written consent; provided, however, that nothing in this Section 13.4 shall preclude the Employee from designating a beneficiary to receive any benefit payable hereunder upon the Employee's death, or the executors, administrators, or other legal representatives of the Employee or the Employee's estate from assigning any rights hereunder to the person or persons entitled thereunto. This Agreement shall be assignable by the Company to a subsidiary or Affiliate of the Company; to any corporation, partnership, or other entity that may be organized by the Company, its general partners, or its officers, as a separate business unit in connection with the business activities of the Company or of its general partners or officers; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership, or other entity or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

13.5 **Indemnification**: The Employee shall indemnify the Company for any and all losses, liabilities, claims, actions, costs and expenses, reasonable attorney's fees and court fees resulting to Company as a result of any wrongful act or omission on the Employee's part done while serving as an employee of the Company.

13.6 **Authorization**: In the event of termination of the employment of the Employee, the Employee hereby grants consent to the Company to notify any new employer of the Employee and any third party about the obligations of the Employee under this Agreement. If necessary, the Company has a right to disclose this Agreement to any new employer or third parties.

13.7 **Governing Law and Jurisdiction**: This Agreement shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Agreement. Subject to Section 13.8 below, the Parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at Bengaluru, Karnataka] and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

13.8 **Waiver**: No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

13.9 **Severability**: If any portion of this Agreement is held invalid or excessively broad by a court of competent jurisdiction, the remainder of this Agreement, and the application of it to Persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

13.10 **Data Privacy**: The Company may, in connection with the Employee's employment, collect personal data including sensitive personal data relating to the Employee. Such data may be received from the Employee and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. The Company may process such data for relevant and limited purposes. By signing this Agreement, the Employee expressly consents to the following:

a. the collection, use, processing and storage of sensitive personal data by the Company for relevant and limited purposes

b. the transfer worldwide of personal data held about the Employee by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of the Employee's personal images and voices in marketing material, videos, etc.;

c. reading and understanding the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of personal and sensitive data and agreeing to the terms thereof; and

d. treating any personal data to which the Employee has access in the course of the Employee's employment strictly in accordance with Company Policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to him/her.

13.11 **No Attachments**: Except as required by law, no right to receive payments under this Agreement shall be subject to anticipation, commutation, alienation, sale, assignment, encumbrance, charge, pledge, or hypothecation, or to execution, attachment, levy, or similar process or assignment by operation of law, and any attempt, voluntary or involuntary, to effect any such action shall be null, void and of no effect.

13.12 **Documents:** Upon execution of this Agreement, the Employee shall be required to provide to the Company copies of the following documents:

a. 2 recent passport-sized photographs
b. Relieving letter issued by the Employee's most recent employer
c. Copy of most recent passport
d. Relevant educational certificates
e. Last drawn payslip
f. Permanent Account Number (PAN)
g. Provident Fund UAN
h. Driving license
i. Aadhar card

The above terms and conditions are based on Company Policies, procedures and other rules and regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

DealerSocket (India) Private Limited

Signature: Samarpita Banerjee Digitally signed by Samarpita Banerjee Date: 2022.07.06 14:21:18 +05'30'

Printed Name: Samarpita Banerjee
Title: Sr. Director, Talent & People Operation

Acknowledged and Accepted:
Siddharth M

Signature: _____

DealerSocket

SCHEDULE 1

REMUNERATION

Description	Annual Gross (INR)	Monthly Gross (INR)
Basic	300000	25000
HRA	120000	10000
PF	36000	3000
Gratuity	14430	1203
Special Allowance	129570	10798
Base Pay	**600,000**	**50,000**
Bonus Target	5%	
Gross Pay	**630,000**	

+ Subject to the incentive policies and procedures of the Company.

Acknowledged and Accepted:
Siddharth M

Signature:_____

SCHEDULE 2

TO: DealerSocket (India) Private Limited

FROM: Siddharth M

DATE: _____

SUBJECT: Intellectual Property

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by DealerSocket (India) Private Limited (the "**Company**"), that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

   ☐ No inventions or improvements.

   ☐ See below:

   _____

   _____

   _____

   ☐ Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following parties:

Invention or Improvement	Parties	Relationship
1. _____		
2. _____		
3. _____		

   ☐ Additional sheets attached.

_____

Signature

ADBOX MEDIA LLP
#448, 5th Main Road, 6 Sector,
Bangalore, 560 102 INDIA

TRAINEESHIP CUM JOB OFFER

December 30, 2021

Dear H V Rakshitha,

We are excited to offer you the position of Digital Marketing Analyst at AdBox Media Llp ("company") commencing on February 1, 2022. You will start as a trainee with a traineeship period of 6 months. During this period you will be trained and involved in live projects and this traineeship shall be converted to a full-time position subjected to your performance and on successful completion of your traineeship. Your stipend during the traineeship will be INR 8,000.

CTC Package Offered: INR 8,03,000 over 2 years including first anniversary bonus of INR 60,000 + second anniversary bonus of INR 80,000 and benefits.
Reporting Location: Bengaluru
Probation Period: 2 months
Notice Period: 3 months' notice if terminated by the employee and 1-month notice if terminated by the employer (post probation)

You will likely be dealing with confidential data of the company and its clients. You have to be careful to not disclose this to anyone outside the company during and after your association with the company and within the company only based on authorized need to know. Any data related to the company on your computer or laptop must be promptly shared by you with the company and you must not keep any confidential data saved with you on your Laptop/ PC/ Email/ Cloud beyond what is required to perform your duty and in no case beyond your association with the company.

The compensation includes consideration for your services and obligations such as confidentiality, non-solicitation, non-compete, data transfer, inventions assignment, software copyright and other terms agreed to in the internship and employment agreement(s) and other agreements with the company. You shall indemnify the company against any loss or damage caused by a) negligence on your side b) misrepresentation or breach of agreement caused by you.

We value continuous learning, nurturing creativity and promoting innovation. Rest assured, that this opportunity will give you ample scope for all of this while working alongside colleagues who are kicked and passionate about what they do.

Please sign a copy of this letter and return it to us before December 31, 2021. Feel free to reach us at hr@deltax.com anytime if you have any questions about anything at all.

Once again, congratulations! We look forward to welcoming you on board really soon.

For AdBox Media LLP

Rakshitha

(Ravi Kabra)
Authorized Signatory

H V Rakshitha

ADBOX MEDIA LLP
#448, 5th Main Road, 6 Sector,
Bangalore, 560 102 INDIA

ANNEXURE: CTC Breakup for H V Rakshitha

Particulars	Amount (`) per month: Year 1	Amount (`) per annum: Year 1	Amount (`) per month: Year 2	Amount (`) per annum: Year 2
FIXED COMPONENT (A)				
Basic	**10,000**	**1,20,000**	**15,000**	**1,80,000**
HRA (i)	**4,000**	**48,000**	**6,000**	**72,000**
Special Allowance (ii)	**2,000**	**24,000**	**3,000**	**36,000**
FLEXIBLE COMPONENTS (B) (iii)	**4,000**	**48,000**	**6,000**	**72,000**
Conveyance, Medical Reimbursement, Books & Periodicals Reimbursement, Meal Vouchers/ Reimbursements, Office Wear Reimbursement, Leave Travel Allowance, WFH Essentials reimbursement, Communications related reimbursement				
BONUS (C) (iv)				
Annual Bonus		**60,000**		**80,000**
OTHERS (D)				
Gratuity (v)		**6,000**		**9,000**
Cafeteria food/ snacks (vi)		**24,000**		**24,000**
GROSS MONTHLY SALARY (A+B)	**INR 20,000**		**INR 30,000**	
TOTAL CTC PACKAGE (A+B+C+D)		**INR 3,30,000**		**INR 4,73,000**

(i) ***HRA:*** *HRA component is exempted from tax, subject to certain conditions as per the Income Tax Rules*

(ii) ***Special Allowance:*** *The employer contribution to PF is included and paid in Special Allowance. If and when the participation is offered by the company – the employer contribution to provident fund component shall be deducted from the Special Allowance and paid as employer contribution to your PF account*

(iii) ***Flexible Components:*** *These components are fully exempted from tax, subject to submission of qualifying bills*

(iv) ***Annual Bonus:*** *This is paid on the first and second anniversary of (full-time) employment with the company and is subject to your performance. Further we expect a commitment of 2+ years and thereby any bonus accrued/ paid during this period (notice period excluded) shall be recovered if you are to leave the company for any reason before your second anniversary.*

(v) ***Gratuity:*** *Eligibility as per gratuity act. Pays-off when you have a long-term association with the company. We pay higher of the accumulated sum (~5% of basic during the employment period) or the amount specified by the act*

(vi) ***Non-encashable benefit****: The company reserves the right to offer/ modify/ withdraw these at anytime*

For AdBox Media LLP

(Ravi Kabra)
Authorized Signatory

Rakshitha

H V Rakshitha

Strictly Confidential

June 13, 2022

Gagan G R
Bangalore

Subject: Offer of Employment

Dear Srikanth,

We are pleased to offer you the position of **Associate Technical Specialist** at DigitalAPICraft Private Limited (Company), at based in Bengaluru, India. We trust you will treat the details of this offer with utmost confidentiality.

The annual Cost to Company (CTC) offered to you will be **Rs 4,00,000 (Rupees Four Lakhs Only)** and you are required to join us on or before **June 21, 2022**. You can refer Annexure A for the Compensation Entitlement. Your current job location is Bangalore and can be transferred anywhere, as may be deemed fit.

Your employment will be subject to your satisfactory completion of a three-month probationary period.

This offer is subject to each of the conditions,

a) You provide the Company all documents as specified in *Annexure B*
b) Company receives positive feedback on reference checks and successful background checks, being conducted either by third party vendors hired by Company or directly by us.

Please confirm your acceptance of this offer on or before June 15, 2022. Also sign and return a copy of this offer letter in acknowledgement of receipt and acceptance.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Yours sincerely,

Authorized Signatory
On Behalf of DigitalAPICraft Pvt Ltd

Signature of Candidate:
Date Accepted:

DigitalAPICraft Private Limited
#3366, 1st Floor, Shivajoyti, 13th Main, HAL 2nd Stage, Indiranagar, Bangalore 560038, India
+91 80 4814 6079, hello@digitalapicraft.com, www.digitalapicraft.com

Annexure A: Compensation Entitlement

Name	**Gagan G R**	
Designation	**Associate Technical Specialist**	
Place	Bangalore, India	
	Per Month (INR)	**Per Annum (INR)**
I. Basic	23,200	2,78,400
II. House Rent Allowance	8,333	1,00,000
III. Provident Fund – Employer Contribution	1,800	21,600
Total Compensation/CTC (INR)	**33,333**	**4,00,000**

Annexure B: Mandatory Documents

No.	Document Name	Original Required for Verification	No. of Copies
1.	Relieving letter from previous employer	Yes	One
2.	Letters supporting employment viz., Offer Letter, Service Certificate	Yes	One

Draup Business Solutions Private Limited

21-07-2022

Chaithra K

Bangalore

SUB: Offer of Employment

Dear Chaithra,

Welcome to Draup.

We are pleased to offer you employment with **Draup Business Solutions Private Ltd,** ("Company" hereinafter).

As an employee of the Company, you would be initially appointed to the position of **Associate Software Development Engineer.**

As part of your annual compensation, you will receive a total compensation package as attached in **Annexure 1**

The details and breakup are as attached in **Annexure 1**

1. **Job Title**:

As **Associate Software Development Engineer,** you shall report to the Manager or other officers of the Company as may be communicated to you from time to time.

2. **Annual Leave**:

You will be entitled to leave as per Company rules.

3. **Duties**:

In addition to the normal responsibilities/duties associated with the above position, you may also be assigned other duties as deemed fit and proper by the Company.

4. **Separation**:

This Contract of Employment is subject to termination by either party giving 60 days (2months) notice. Either party is not bound to give any reason thereof. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period with or without compensating for the un-expired period and is not bound to give any reason thereof. On acceptance of the separation notice, before you are relieved you will hand over to the company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, and drawings, and you shall not reproduce or retain any copies of these items.

Chaithra K

5. Probation period

Your employment is subject to a probation period of three months starting on your date of joining. You are required to conform to company's specific performance standards for the probationary period. The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace, Where, at any stage of the probation period, if your performance, conduct

and/or suitability does not meet the performance standards, the company can terminate this relationship of employment with a written notice of one week.

6. **Age of Retirement**:

Your age of retirement will be 60 (sixty) years. The Company, however, reserves the right to retire the services of the employee on attending the age of superannuation or earlier if he/she is not found physically or mentally fit.

7. Medical & Personal Accident Insurance:

You will be covered by the Medical Insurance schemes of the company. The details of the policy will be given upon joining the Company.

8. **Rules**:

You shall be governed by the rules and regulations of the Company in force or amended from time to time during your employment. Such rules may be communicated to you in oral or written form.

9. **Confidentiality**:

The position held by you would be of a strictly confidential nature.

9.1 : You shall not disclose to any unauthorized person, either during or after your Employment with the Company, to any person any information about the interest or business of the Company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company except with prior written consent of the CEO of the Company. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by the employee either alone or jointly with any other person or persons while in employment of the Company, in connection with or in any way effecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.

9.2 : You will not during your employment with the Company or at any time thereafter, divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and / or any other information, secret processes of data and material, which may come to your knowledge during your employment. You will always maintain strict secrecy regarding any company information, or any other information gained or acquired or imparted to you during your employment.

9.3 : You hereby confirm that you have disclosed, fully to the Company, all your business, interests whether they are like or in conflict with the business (es) or activities of the Company and all circumstances in respect of which there is or there might be, a conflict of interest between the Company and you or any immediate relative or associate. You agree to disclose, fully to the Company, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with the Company, you shall forthwith return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

Chaithra K

Draup Business Solutions Private Limited

10. **Place of Posting & Transfers**:

Your initial place of posting will be at the Company's **Bangalore** office. However, your services are transferable and can be seconded or deputed by the Company to any group company operation in India or abroad; whether existing as on the date of your appointment/contract or to be established thereafter
at the discretion of the Company or to any operation under the management and/or ownership of the Company including any joint venture in which the Company is a participant or to any subsidiary or associate company of the Company.

11. **Date of Joining**:

You must report to duty on or before **August 01, 2022.** In case you do not report for the job on or prior to the agreed-upon date, it shall be deemed that you have declined this offer.

12. **Conflict of Interest**:

Your position with the company calls for your whole-time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part

time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written permission from the company.

13. **Income Tax**:

Your emoluments will be subject to deduction of Income Tax as per the provisions of the Income Tax Act, 1961

14. General:

You will keep us informed of any changes of your residential address or civil status.
Prior to the commencement of your employment, you and the Company shall together execute an Employment Agreement detailing the terms of your employment with our Company. Since you would have access to the confidential information of not only the Company but also of other confidential information of our clients, you shall also be obligated to enter a Confidentiality and Non-Disclosure Agreement.

Thank you for participating in our selection process.

We sincerely wish you a rich and rewarding career at Draup.

With warm regards,

Draup Business Solutions Private Ltd

Maria Fernandes
Director - HR

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

Signed: Chaithra K

Draup Business Solutions Private Limited

Annexure 1

Name			Chaithra K
Designation			Associate Software Development Engineer
	Total CTC per annum (A+B+C+D+E)	**13,13,954**	
I	Fixed Earnings per annum (A)	**10,00,000**	
II	Variable Pay per annum (C)	**1,00,000**	
III	Discretionary Bonus	**1,00,000**	
	Total Pay (I+II+III)	**12,00,000**	
Salary Component Breakup			
Index	**Component**	**Annual**	**Monthly**
A	**Earnings**		
	Basic Salary	5,00,000	41,667
	House Rent Allowance (HRA)	2,00,000	16,667
	Special Allowance	3,00,000	25,000
	Total A	**10,00,000**	**83,333**
B	**Retirals & Insurance**		
	PF	21,600	1,800
	Gratuity	24,038	2,003
	Medical Insurance	18,316	1,526
	Total B	**63,954**	**5,330**
C	**Variable Pay**	**1,00,000**	
D	**Discretionary Bonus**	**1,00,000**	
E	**Joining Bonus**	**50,000**	
Medical Insurance coverage of INR 300,000 for self and registered dependents			
Discretionary bonus is paid out biannually in two equal installments in June and December			
Joining Bonus will be paid on completion of probation period (i.e., 3 months). In case the employee leaves before completion of one year in the organization, the proportionate amount will be recovered.			
In addition to the annual CTC, you are also eligible for a Retention Bonus of INR 2LPA The below-mentioned applicable amount of Retention Bonus will be paid on successful completion of 1st Year and 2nd Year at Draup			
Retention Bonus (1st Year)		**1,00,000**	
Retention Bonus (2nd Year)		**1,00,000**	

Chaithra K

DXC Technology II FY 22 DECP Hiring II Dayananda Sagar College of Engineering II LOI

Inbox

D DXC_India_CampusConn... 6:39 PM

to me



Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Rajshekhar Bhaumik,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Rajshekhar Bhaumik,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

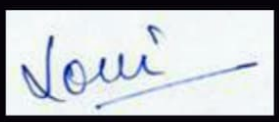
2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology.
We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

3:03

DXC Technology II FY 22 DECP Hiring II Dayananda Sagar College of Engineering II LOI

Inbox

DXC_India_Campus... 4 days ago
to me



Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Isha Dhanya,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.
DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

Isha Dhanya 19 Oct
I accept the offer

Isha Dhanya 3 days ago
to placements@dsu.edu.in

08/07/2022

Kiran B Y

Dear Kiran,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Jul 14, 2022 09:38 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

08/07/2022

Kiran B Y
4th B Cross Rotary Nagar , Bommanahalli

Bangalore, 560068
India

Dear Kiran,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Application Delivery at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 22/07/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary

Your Annual Fixed Pay will be INR 400,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹180,000.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: Delivery Services Group

Job Family: Application Delivery
Job Title (Internal): Associate Professional Application Delivery
Salary Grade: 51005310

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

2.6 Conflict of Interest
Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Jul 14, 2022 09:38 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

KIRAN B Y
KIRAN B Y (Jul 14, 2022 12:03 GMT+5.5)

_____

Kiran B Y

Jul 14, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____
First Name Middle Name Last Name

_____
Date

_____
Place

Annexure II

Flexible Benefits Plan (FBP)
Job Family: Application Delivery
Title: Associate Professional Application Delivery

1 a. House Rent Allowance
Maximum Limit: 50% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs. 7,200 per annum
Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

6. Statutory Bonus − For those earning basic salary up to Rs. 21,000/−pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 − April, May, June

b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Kiran B Y

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I

further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature,

compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Jul 14, 2022 09:38 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : Kiran B Y

KIRAN B Y

KIRAN B Y (Jul 14, 2022 12:03 GMT+5.5)

Date : Jul 14, 2022

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Lakshmi Poojitha Lysetti,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Mahati Kulkarni,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource



Mahati K <mahati.kulkarni2@gmail.com>
to DXC_India_CampusConnect

Tue, Oct 19, 3:17 PM (1 day ago)

Dear sir/madam,

Thank you for this opportunity and I accept the LOI.

Regards,
Mahati Kulkarni.

Reply Forward

11/07/2022

Majunu G A

Dear Majunu,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Jul 14, 2022 09:50 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

11/07/2022

Majunu G A

NO 17 3rd cross Nagamuneshwara Layout Hosaroad

Bangalore, 560100
India

Dear Majunu,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Application Delivery at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 22/07/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary

Your Annual Fixed Pay will be INR 400,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹180,000.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: Delivery Services Group

Job Family: Application Delivery
Job Title (Internal): Associate Professional Application Delivery
Salary Grade: 51005310

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

2.6 Conflict of Interest
Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Jul 14, 2022 09:50 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Majunuga
Majunuga (Jul 14, 2022 12:02 GMT+5.5)

_____

Majunu G A

Jul 14, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____
First Name Middle Name Last Name

_____
Date

_____
Place

Annexure II

Flexible Benefits Plan (FBP)
Job Family: Application Delivery
Title: Associate Professional Application Delivery

1 a. House Rent Allowance
Maximum Limit: 50% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs. 7,200 per annum
Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

6. Statutory Bonus − For those earning basic salary up to Rs. 21,000/−pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 − April, May, June

b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Majunu G A

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I

further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature,

compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Jul 14, 2022 09:50 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : Majunu G A

Majunuga

Majunuga (Jul 14, 2022 12:02 GMT+5.5)

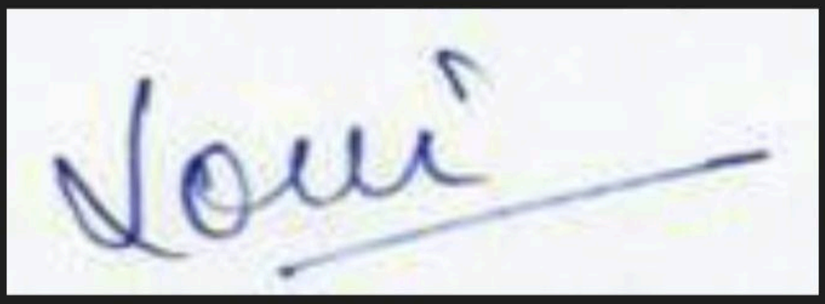
Date : Jul 14, 2022

DXC Technology II FY 22 DECP Hiring II Dayananda Sagar College of Engineering II LOI

Inbox

DXC_India_Campus... 4 days ago

to me



Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Misha Bharathi,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

1. Your designation at the time of joining would be **Associate Professional.**

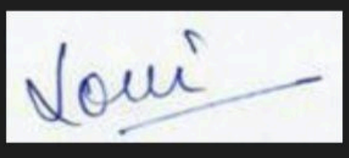
2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489. DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



Misha Bharathi 4 days ago

to DXC_India_CampusConnect

Dear sir/Ma'am,
I accept the Letter of Intent

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Devaki Naga Nithesh,** Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

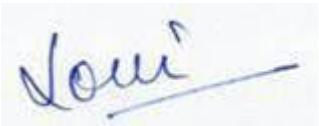
DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.
DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

Re: **Campus Recruitment - Letter of Intent (LOI)**
Dear **POLAKI MONIKA,**
Congratulations!
We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.
Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.
Yours sincerely,



Lokendra Sethi
VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

5:17 PM ··· 62

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **PUJA RAI,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **VIDHYA R,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

Scanned with CamScanner

eClinicalWorks

Ref: No.: eCW/BLRL/OL/2817

Date: June 28, 2022

Ms. Sireesha K C
VTC: Konganahalli, Post Talagavara, Chikkaballapura - 563128

Dear Sireesha,

With reference to your interviews and discussions with us we are pleased to offer you the position of **"HBI Support Specialist"** on the terms and conditions as set forth below:

1. **Date of Commencement** : August 04, 2022

2. **Bond Period** : You will serve eClinicalworks India Pvt ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regards.

3. **Period of Offer** : The period of offer is as follows:

i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.

iii This offer of employment is contingent upon you not being found on any Federal or State exclusion list as an "Ineligible Person" as the term is defined by the Office of Inspector General ("OIG") of the United States Department of Health & Human Services, or as it is defined by any other Federal or State agency, as well as the Company's satisfaction, in its sole discretion, that you do not meet the definition of an Ineligible Person as explained in the attached policy. If you become an Ineligible Person, the Company requires you to disclose this information to the Company immediately..

Scanned with CamScanner

4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions

5. Place of Work : Your current place of work will be Bangalore, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Bangalore (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs. 517000/- (Rupees Five Lakhs and Seventeen Thousand Only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. **Background Verification** : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.

ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

iii. After your confirmation, this employment may cease to exist any time by giving 60 days' notice in writing by either side.

9. Counterparts : This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

10. General :

i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto;

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely
For eClinicalWorks India Pvt Ltd

Kishore Kumar D
Senior Manager -Human Resources
Date: June 28, 2022

Agreed and Accepted By Me

Sireesha K C)

Scanned with CamScanner

eClinicalWorks

Annexure

Salary Structure			
Name: Sireesha K C		**Designation: HBI Support Specialist**	
EARNINGS (A)			
Sl.No	**Particulars**	**Yearly (INR)**	**Monthly (INR)**
a	Basic	275000	22917
b	HRA	110000	9167
c	LTA	55000	4583
d	Shift Allowance	18000	1500
e	Special Allowance	59000	4917
Gross Salary (A)		**517000**	**43084**
BENEFITS (B)			
Sl.No	**Particulars**	**Yearly (INR)**	**Monthly (INR)**
a	Employer PF Contribution	33000	2750
Benefit (B)		**33000**	**2750**
Total CTC (A+B)		**550000**	**45834**
DEDUCTIONS (C)			
Sl.No	**Particulars**	**Yearly (INR)**	**Monthly (INR)**
a	Employee PF Contribution	33000	2750
b	Professional Tax	2400	200
c	Income Tax	As Applicable	As Applicable
Total Deductions (C)		**35400**	**2950**
Net Monthly Salary (A-C)			**40134**

The above remuneration is subject to deduction of Income Tax, Professional Tax, Employee PF contribution and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC hereinabove stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.

For eClinicalWorks India Pvt. Ltd.

Kishore Kumar D
Senior Manager – Human Resources

Agreed and Accepted

Sireesha K C

Scanned with CamScanner

DocuSign Envelope ID: A2612150-BC10-4EF6-B6C8-BC19BDE00A80

ellucian



July 4, 2022

Pavithra H A

Bangalore, Karnataka, India

Dear Pavithra,

We are delighted to offer you a role at Ellucian Higher Education Systems India Private Limited ("Ellucian" or the "Company"). Congratulations! Serving more than 2,700 customers in over 50 countries, reaching over 20 million students, we are the largest provider of ERP systems and cloud services to the higher ed market. we keep innovating as higher education keeps evolving. Ellucian guides its customers through manageable, sustainable digital transformation — so that every type of institution and student can thrive in today's fast-changing landscape. Together, we are powering the future of higher education.

Your new career with us

We are offering you a full-time position as **Software Engineer I,** reporting to **Rejith Karunasadan**. As agreed, your work location will be **India - Bangalore Office** and your first day will be **July 18, 2022**.

Your Compensation & Benefits

Our expectation is that your total rewards package will be within competitive range. Your total gross annual salary will be **₹750,000.00**. Your total annual compensation will be **₹868,423.00.**

In addition to your annual compensation, as a full-time employee you will be eligible to participate in the complete benefits program Ellucian provides. In the document attached, you will find the overview of our benefit offerings.

Your works hours will be 40 hour per week to be worked on the terms set out in the contract of employment. Probation period is three months. Notice period is two months after successful completion of the probation period.

What happens next

Prior to your first day, you will be receiving communications from Ellucian's onboarding coordinator. Your manager will also contact you to make sure you know what to expect. Within your first week, we will provide information that will help you make productive contributions to the team, complete employment forms and enroll in benefits.

This employment offer is conditional upon:

a. The receipt of satisfactory references and background screening checks;
b. Verification of the accuracy of information you have provided to Ellucian in support of your application;
c. On the start date, you are contractually free to commence employment with the Company and not subject to any contractual term or restriction which would be breached by you commencing employment with Ellucian on the start date. This includes restrictive covenants clauses from previous employers
d. You providing to us, before you start work on the first day of your employment a signed contract of employment with Ellucian and the completed Ellucian onboarding forms

DocuSign Envelope ID: A2612150-BC10-4EF6-B6C8-BC19BDE00A80

The company reserves the right to withdraw this offer of employment with immediate effect if you fail to comply with any of the obligations listed above to our complete satisfaction.

What we need of you

Please indicate your acceptance of our offer by signing below (initialing the non-signatory pages). *If you decide to accept the terms of employment, we need to receive the signed letter from you no later than three (3) calendar days from the date of this letter, otherwise your offer will be invalid.* Once we receive your signed offer, we will submit the contract of employment for your signature.

Pavithra H A, we are confident that you will be succesful at Ellucian and look forward to seeing the impact that we know you are going to make! If you have any questions, please contact your recruiter **Santhosh Santhosh Kumar**, at **Santhosh.KumarD@ellucian.com**

Sincerely,



DocuSigned by:

115EC4E337904F2...

Eswar Rao

Head Human Resources, India

Pavithra H A

4828

Eurofins IT Solutions India Pvt. Ltd.
A CMMI Level 3 Company
No. 540/1, Doddanekkundi Industrial Area 2,
Hoodi, Bangalore – 560 048
Phone: +91 80 6811 1700
Website – www.eurofins.in
Corporate Identity Number : U72200KA2012FTC062653

Letter of Intent (LOI) for Job Offer

Date:30th September 2021

To,
Mohammed Maaz Ahmed Khan

Subject: Job offer

Dear **Mohammed Maaz Ahmed Khan,**

The purpose of this letter is to inform you that your candidature has been selected for **the Associate Software Engineer** role, Eurofins IT Solutions India Pvt. Ltd. The actual designation/band will be mentioned in the appointment letter.

We would require you to submit softcopy of following documents for our review –

1. X Class Marksheet/Certificate
2. XII Class Marksheet/Certificate
3. Graduation/Diploma Certificate
4. Aadhar Card
5. Pan Card Copy

Once we have reviewed your documents, we would be glad to provide you with Employment Offer, a confirmation of your employment with us. The employment offer is contingent upon the satisfactory outcome of the pre-employment background and reference check, if any, as may be deemed right by the company).

Please be advised that Company's policy prohibits any misrepresentation of an individual's qualifications, credentials etc. in securing employment at the Company may be grounds for dismissal with immediate effect.

Please sign your acceptance within 3 days from the date of issue of this letter to indicate that you have accepted this LOI from us. We are excited to have you as a part of our team and wish you a long, rewarding and fulfilling career.

Yours faithfully,

For Eurofins IT Solutions India Pvt. Ltd

Bineeta

Human Resource

(Received & accepted)

Mohammed Maaz Ahmed Khan

EUROFINS IT SOLUTIONS INDIA PVT LTD,
A CMMI Level 3 Company
No. 540/1, Doddanekkundi Industrial Area 2,
Hoodi, Bangalore – 560 048
Phone: +91 80 6722 3200
Website – www.eurofins.in
Corporate Identity Number : U72200KA2012FTC062653

July 11, 2022

Dear Mohammed Siddiq S,

Greetings from **Eurofins IT Solutions India Pvt Ltd!**

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Eurofins IT Solutions India Pvt Ltd.

We are pleased to offer you the position of **Associate Software Engineer** with our company.

Your total **"compensation"** shall be **Rs. 950,000** (Nine Lakhs Fifty Thousand Only) during the 1st year of your employment.

- 850,000 (8.5 Lakh) is the fixed component (detailed break up is given below)
- 1,00,000 (1.0 Lakh) is a one-time retention bonus. (Explained in Page2).

At Eurofins you will get challenging assignments, great work environment and opportunities to learn along with good rewards while working with a team of talented and experienced professionals. This we believe will help you acquire new skills, knowledge and experiences every day.

Your program and role alignment will be based on the open positions at the time of your placement.

This Letter is to confirm that we intend to offer you this role on the following terms and conditions:

I. Your designation would be **Associate Software Engineer**

II. You will be on probation for a period of **6 months** from the date of joining and this can be extended for a further period at the Company's discretion.

III. You will undergo a training program (classroom/on the job) for **3-6 months** from your date of joining. On satisfactory completion of the training you will be assigned to projects in Eurofins IT Solutions India Pvt Ltd.

a. Your **Annual Compensation Plan** is as given below:

Salary Components	Amount Per Annum (Rs.)	Amount Per Month (Rs.)
Basic	425,000	35,417
Dearness Allowance	24,000	2,000
Child Education Allowance	2,400	200
Employer PF(Minimum PF wage cap)	21,600	1,800
Gift Coupons	4,999	0
Food Coupons	18,000	1,500
Business Attire	36,000	3,000
Special Allowance	267,657	22,305
Gross Salary	**799,656**	**66,221**
Group Health Insurance	28,757	2,396
Gratuity	21,587	1,799
Total Cost to Company (TCTC)	**850,000**	**70,417**
Additional Benefits:		
Other Allowance	12,000	-
Work from Home Set up Allowance	20,000	-
Learning Wallet Benefit	20,000	-
Total Additional Benefits amount	**52,000**	-

EUROFINS IT SOLUTIONS INDIA PVT LTD,
A CMMI Level 3 Company
No. 540/1, Doddanekkundi Industrial Area 2,
Hoodi, Bangalore – 560 048
Phone: +91 80 6722 3200
Website – www.eurofins.in
Corporate Identity Number : U72200KA2012FTC062653

*Please refer Flexi Benefit Plan for more details. If any special allowance remains unallocated to Flexi Benefit Plan, the same would be taxed as per applicable tax

POINTS TO NOTE:

1. Insurance Premium paid by the company for Employee and Family. (1 Employee + 5 Dependents) Amount shown here is an approximate amount
2. Eligibility to Claim Gratuity component is only after completing 5 Years of Service with Eurofins.
3. Appropriate tax will be deducted at the applicable tax rates, as amended from time to time.

INTERNET ALLOWANCE – 12000/- INR per Annum:
You will be eligible for a recurring allowance of INR 1000 per month towards internet/data connectivity in order to support you while at work from home/remote location.

WORK FROM HOME SET UP ALLOWANCE – 20,000 INR as One Time Pay:
You will be entitled to receive a onetime lumpsum benefit of INR 20,000 in your next immediate payroll that is aimed at supporting your needs for a work from home set up. This amount will be subjected to recovery if you exit within 12 months from date of pay-out.

LEARNING WALLET – 20,000 INR per Annum:
EITSI promotes the culture of learning & development and in order to support our employees to ensure they make the best investment on themselves; you will be entitled for INR 20,000 per annum through reimbursement process against valid invoice

In, addition to the components mentioned above, you shall be eligible for Rupees 1,00,000 as a One-Time Retention bonus which will be paid to you, subject to confirmation of your employment and after the completion of six months with Eurofins IT Solutions India Pvt Ltd.

After this pay-out, you will be moving into the company's performance bonus plan as applicable for all employees.

You will stay with the company for a minimum of 24 months from the Date of your joining / appointment. In case you decide to relinquish your services voluntarily, you will have to exit by paying an amount of Rs. 2 Lakhs for termination of contract before 12 months of appointment and an amount of Rs. 1 lakh for termination of contract between 13 months and 24 months. Such cost recovered from you is towards heavy investment of time and resources the company is making to enable you to be a productive resource. However, the company reserves the right to accept or reject the Associate's request for such termination of employment.

You shall report for duty at our office in Whitefield, Bangalore, on 22nd August 22 On joining for duty, a detailed appointment letter will be issued to you after we have successfully verified all the documents that you have submitted during your selection process.

You are requested to **carry originals** (for verification) and **submit a copy** of the following documents on your joining with us:

1. Copy of your birth certificate
2. Copy of all your Educational marks cards and certificates (at least Provisional Marks Cards)
3. 4 Numbers latest passport size photographs

IV. Your appointment is subject to the satisfactory verification of the documents and/or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

V. This offer is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree and the requirements, including aggregate, specified by Eurofins for your role.

EUROFINS IT SOLUTIONS INDIA PVT LTD,
A CMMI Level 3 Company
No. 540/1, Doddanekkundi Industrial Area 2,
Hoodi, Bangalore – 560 048
Phone: +91 80 6722 3200
Website – www.eurofins.in
Corporate Identity Number : U72200KA2012FTC062653

- The offer letter needs to be signed and brought along with you on the day of reporting to Eurofins.
- Ensure you keep us updated for any change in your contact information and access your emails regularly.
- For any correction in the offer letter (Name and Address), please send the details to **"Rakesh Kumar R (RakeshKumarr@eurofins.com)"** on receipt of this mail we will reissue the corrected letter on the reporting day.
- In case there is any change in your date of joining, it will be communicated to your Placement Officer.

VI. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear your final semester exams in the first attempt and there remaining any backlog papers, and /or
ii. You do not maintain minimum aggregate marks of 70% in your graduation

Kindly review the above offer and please return a duplicate signed copy of this letter as a token of your acceptance of the offer and the mentioned terms and conditions, confirming your date of joining, **within one week of receipt of the same.**

Do reach us at **080- 68111785** or email **"Rakesh Kumar R (RakeshKumarr@eurofins.com)"** for any clarification and further information between 8:00 AM to 5:00 PM, Monday to Friday.

We are happy that you have chosen Eurofins and hope that you become one of our future leaders; we are eagerly looking forward to having you on-board Eurofins.

We look forward to having a long and mutually rewarding relationship.

Wish you all the best!

Yours Faithfully,
For Eurofins IT Solutions India Pvt Ltd.



Bineeta
Human Resources

I have read and accept the offer on the terms and conditions.

Name : _____ Date : _____

Signature : _____

DocuSign Envelope ID: 30A11177-2AE2-4AB5-8774-B18C073DEC25

Building a better working world

EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

05 August, 2022

Mr Sharan Patil
No.1454,17th B Main,
JP Nagar 2nd Phase,
Bangalore,
Karnataka - 560078

Contact No: +91 7348903112
Email: sharanpatil3899@gmail.com

Dear **Sharan,**

Subject: Appointment in the position of
Tax Analyst

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Tax Analyst** in Tax TTT in the Firm. Your Rank will be **44.** While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Bangalore** office.

2. DUTIES AND CODE OF CONDUCT:

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week.Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may

This file is signed using Digital Signature.

T + 91(0)80 4040 4040
finastra.com

Finastra Software Solutions (India) Private Limited
(Previously known as Misys Software Solutions (India) Pvt Ltd)
Bagmane Constellation Business Park
4th, 5th & 6th Floor – North Block
Virgo Building, 2870, Outer Ring Road
Doddanakundi Circle, Marathahalli Road
Bangalore – 560037, India

EMPLOYMENT AGREEMENT

This Employment Agreement ("**Agreement**") is made and executed at **Finastra Software Solutions** on **14 September 2022**

BY & BETWEEN:

Finastra Software Solutions (India) Private Limited, a company incorporated under the Companies Act, 1956 bearing Corporate Identity Number U74140MH1995PTC091489 having its registered office at Virgo Building, Bagmane Constellation Business Park Outer Ring Road, Doddanekundi Bengaluru, Karnataka-560037, India, (hereinafter referred to as the "**Company**", which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its respective successors, executors, administrators, attorney and assigns, affiliates etc.) of the **FIRST PART;**

AND

Shivang Singh, son of **Ajay Singh** residing at **77, 2ND MAIN 4TH CROSS JNANABHARATHI 4TH STAGE NAGADEVANAHALLI KENGERI BENGALURU, Karnataka 560056** holding permanent account number **OERPS8215E** (hereinafter referred to as the "**You/Your/Yourself**", of the **OTHER PART.**

*The Company and You shall hereinafter jointly be referred to as the "**Parties**" and severally as the "**Party**".*

RECITALS:

A. The Company is engaged in the business of providing software and services solutions to organisations operating in financial services ("**Business**").

B. Pursuant to the negotiations and discussions between the Parties, You are desirous of being employed as **Associate Software Engineer** with the Company and the Company, pursuant to the covenants, representations and warranties made by You have agreed to appoint You for the said position.

C. The Company has been assured by You that Your unique and expert services will be substantially available to the Company during Your Employment on the terms and conditions hereinafter set forth.

D. The Company and You desire to enter into this Agreement to set forth the terms of Your Employment with the Company.

E. This employment agreement is subject to the following conditions:

(i) You are free from any contractual obligations or restrictions that may prevent you from joining on the date specified below.

(ii) You have provided to the Company, either on or before the date of joining, a release letter from your previous employer confirming that all dues have been fully and finally settled between you and your previous employer if requested by the Company.

(iii)Your employment is based on the accuracy and correctness of testimonials and information provided by you. Your employment is subject to no adverse information being received by the Company in relation to any background verification checks, reference checks with previous employers and/or validation of educational qualifications the Company undertakes.

NOW, THEREFORE, *for and in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows:*

1. INTERPRETATION

A. Recitals hereinabove mentioned shall be construed and treated as an operative part of this Agreement for all purposes.

B. For the purposes of this Agreement, capitalized terms used in this Agreement have been listed in ***Schedule 1*** and shall have the meanings as defined thereunder.

C. Unless the context of this Agreement otherwise requires (i) words of any gender include the other gender; (ii) words using the singular or plural number also include the plural or singular number, respectively; (iii) the terms "hereof", "herein", "hereby" and derivative or similar words refer to this entire Agreement; (iv) whenever this Agreement refers to a number of days, such number shall refer to calendar days unless otherwise specified; (v) headings are used for convenience only and shall not affect the interpretation of this Agreement; (vi) references to the Recitals, Clauses and Schedules shall be deemed to be a reference to the recitals, clauses and schedules of this Agreement; (vii) references to any legislation or to any provision of any legislation shall include any modification or re-enactment of that legislation or any legislative provision substituted there for, and all regulations and statutory instruments issued under such legislation or provision; (viii) all agreements, consents, approvals and notices to be made or given under this Agreement including modifications thereof must be given expressly and in writing; and (ix) "including" and similar expressions are not words of limitation.

2. PROBATION PERIOD

You will be on probation for the first 3 (three) months from the Effective Date ("**Probation Period**"). This period provides an opportunity to the Company to ascertain Your performance and conduct. The Company may, at its discretion, extend the Probation Period as necessary and You will be deemed to be on probation, unless notified, in writing, by the Company that Your probation has ended. During the Probation Period, this Agreement may be terminated by the Company in accordance with the Applicable Laws. Further, subject to the Applicable Laws, You may terminate this Agreement upon giving 30 (thirty) days written notice to the Company.

3. DATE OF COMMENCEMENT OF EMPLOYMENT

Your Employment with the Company shall deemed to commence on the Effective Date and shall continue to be valid and in full force unless terminated earlier, by either Party in accordance with this Agreement. No employment with a previous employer shall be counted towards Your period of continuous employment with the Company.

4. JOB TITLE

You are hereby appointed and designated as **Associate Software Engineer.**
The Company reserves the right to change the said title from time to time. The Company shall designate your Line Manager and reserves the right to change Your reporting line from time to time depending upon the Company's requirements. Your Employment shall be full-time and exclusive to the Company during the tenure of Your Employment.

5. YOUR PLACE OF WORK, JOB RESPONSIBILITIES & HOURS OF WORK

5.1 You hereby acknowledge and agree that You shall comply with the terms of this Agreement and shall perform all duties required in relation to Your job as may be assigned to You by the Company from time to time. In carrying out Your duties, You shall follow all the Company Policies and directives of the Company, including the Company's code of ethics and business conduct, authority matrix, and relevant directions, both written and/or oral, given by the Company from time to time.

5.2 The Company reserves the right to amend Your job description and include additional duties as may reasonably be required to meet the needs of the Business.

5.3 You agree to diligently perform all duties and functions assigned to You in an efficient and competent manner and You agree that You shall, under all circumstances, adhere to any obligations which may not be specifically mentioned in this Agreement but are essential for the proper governance and conduct of Business of the Company.

5.4 Your normal place of work will be the Company's office at Finastra Software Solutions (India) Private Limited Bagman Virgo Building, 2870, Outer Ring Roade Constellation Business Park 4th, 5th & 6th Floor, North Block Doddanakundi Circle, Marathahalli Road, Bangalore – 560037, India. Subject to the Company requirement, you may be required to work at such other location within or outside India where the Company may, from time to time, require You to base Yourself. You acknowledge that as a part of Your Employment You may be required to perform Your job at different or alternate work locations (including work from home, subject to Your eligibility based on the Company Policies and at the sole discretion of the Company, temporarily or permanently, upon reasonable notice by the Company.

5.5 The Company may, at its sole discretion, second, depute, assign and/or transfer You to any other office of the Company in India, overseas or to any Affiliates of the Company. You hereby consent to such secondment, deputation, assignment and/or transfer by the Company. The Company will outline the policies and other related arrangements that may apply to You during any such assignment or deputation. You may also be required to travel both within India and overseas, as may be

necessary for the proper discharge of Your duties. You shall be governed by the Company travel policy and rules of the Company, as may be applicable.

5.6 Your working hours (including meal break/interval for rest) shall be as per the Company Policies. You shall work during the Company's normal business hours and such other hours as are necessary for the proper performance of Your duties and devote the whole of Your time, attention, and abilities solely to the affairs of the Company. You shall not undertake any personal commitments during the working hours of the Company, without prior written approval of the Company. You are expected to manage Your time efficiently and complete the work allotted within reasonable time. The Company may consider implementing performance improvement plans or other such similar measures for You in the event of Your failure to repeatedly accomplish assigned tasks within reasonable time. Failure to successfully complete the performance improvement plan may result in termination of Your Employment in line with Applicable Laws.

6. CONTROLLING LAWS AND PRACTICES

6.1 This Agreement and any services rendered hereunder are subject to all Applicable Laws and Your rights and obligations in connection with this Agreement, and those of the Company shall be determined in accordance with the Applicable Laws.

6.2 You shall comply with all the Company's Policies, rules and regulations laid down by the management of the Company from time to time including as may be provided in the Company handbook as may be drafted, revised, amended and/or updated from time to time by the Company. You are responsible to acquaint Yourself with the existing polices, rules and regulations of the Company. The execution of this Agreement shall be deemed acceptance, by You, of the Company's Policies, rules, and regulations.

7. REMUNERATION AND BENEFITS

7.1 **Annual Fixed Salary**: In consideration of the satisfactory performance of the duties, functions and services rendered by You, shall receive an all-inclusive gross annual base salary of **INR. 6,50,000 (Indian Rupees Six Lakhs Fifty Thousand only)**. Your monthly salary shall be transferred directly into Your bank account by way of credit transfer on a monthly basis in line with Applicable Laws. For the purposes of clauses 7.1 , please refer ***Schedule 2*** for detailed break-up.

7.2 All matters relating to Your appointment and remuneration are purely a matter between You and the Company; accordingly, this information and any future changes pertaining to the aforesaid must be treated as strictly personal and confidential.

7.3 **Other Benefits**: You shall also be entitled to all statutory benefits as per Your individual entitlement, including payment of provident fund contributions payable under Applicable Laws. The Parties agree and acknowledge that notwithstanding anything contrary contained herein, the Company's liability to make provident fund contributions and pay other statutory benefits to You shall be subject to the following:

7.3.1 all such statutory payments shall be payable only if the Company is statutorily required under Applicable Laws to make such payments to You and subject to Your eligibility to

receive such payments; and

7.3.2 the Company's maximum liability under this clause shall be capped to the statutory limits as prescribed under the Applicable Laws.

7.4 You may also be eligible to participate in the Company insurance policy schemes as per the Company Policies.

7.5 For the financial year beginning on June 01, You will be eligible to participate in the Company's annual incentive plan, with a target bonus of **5%** of annual base salary. Your annual bonus will be determined based on Company performance and individual performance. Full details of the said plan will be communicated each year, and the terms of the said plan may be reviewed and amended from time to time, at the Company's sole discretion. The Company's financial year runs from June 01 through to May 31.

7.6 For the first year of Your Employment, You will be eligible for a pro-rated bonus based on your Effective Date; provided Your Effective Date of Employment falls no later than February 28.

7.7 You will be ineligible for a merit increase and bonus payment if You are on notice period on the merit increase date or bonus payment date.

7.8 Subject to the Applicable Laws, the Company shall also have the right to vary, amend and modify any component of the salary package including the benefits as per the Company Policies.

7.9 The Company may withhold, from any amounts payable under the Agreement, such taxes and contributions as may be required to be withheld pursuant to any Applicable Law. In case of any under-withholding due to incomplete information/documents provided by You, You shall be responsible to pay the necessary tax and any interest / penalty thereon. It is Your responsibility to meet Your tax liabilities as required under the Applicable Laws.

7.10 Subject to Applicable Law, if, during Your Employment, You become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from You against the compensation payable to You and collect any remaining balance from You accordingly.

7.11 Subject to Applicable Laws, if, due to any error (whether committed by You or by the Company), You are paid in excess of Your entitlement, either via salary payments, bonuses, expenses or any other means, the Company shall be entitled to deduct such excess amount from Your salary in order to rectify the said error.

7.12 Any deductions, including those mandated under Applicable Laws will be shown on Your monthly itemised pay statement.

7.13 In the event of termination, in accordance with clause 11 herein, no compensation shall be due or owed to You beyond the date of termination of this Agreement.

7.14 **Employee Welfare Trust:** Employee Welfare Trust is for the benefit and welfare of all the employees of Finastra

offices in India and their dependents, with the primary objective of lending financial support to the dependents of the employees in case of an unfortunate event of death of the employee of Finastra offices in India. In such cases, a onetime assistance of **INR Fifteen Lakhs (INR 15,000,00)** shall be paid to the immediate family member of the employee of Finastra offices in India, which is over and beyond the insurance provided by Finastra to its employees. This relief will be provided to the legal nominee of the employee as mentioned in nomination form of Finastra offices in India. For the purpose and objects of the Employee Welfare Trust, the employees of Finastra offices in India will have to contribute a non-refundable amount **INR Two Hundred (INR 200) per month**, such amounts fixed by the Employee Welfare Trust from time to time towards the fund. The amount shall be deducted from the employee's monthly salary. By accepting the terms and conditions of this agreement, you are also accepting to contribute on a monthly basis towards the Employee Welfare Fund.

8. LEAVE AND HOLIDAYS

You shall be entitled to leave and holidays in accordance with the Applicable Laws and the Company Policies and procedures as amended from time to time.

9. RETIREMENT

Subject to the Applicable Laws and the Company Policies, You will automatically retire from the service of the Company on attaining the superannuation age of 60 (sixty) years.

10. SUSPENSION

10.1 Subject to the Applicable Laws, in the event of economic slowdown, or the Company being under financial stress, or any force majeure event or any such unanticipated circumstance causing any disruption in provision of work and accordingly a diminution in the requirements of the business for work You are employed, to do, or any other occurrence affecting the normal working of the Business, the Company may (a) temporarily suspend Employment ("**Suspension**") or place You on temporary leave ("**Furlough**"), either with reduced or no salary, during the period of Furlough or Suspension; or (b) take any such measure as may be deemed necessary by the Company, with an objective to avoid permanent termination of Your Employment, which would otherwise be inevitable. The Company reserves the right to take any such action, in its sole discretion, and You agree to be bound by such decision of the Company.

10.2 In addition to the aforesaid, the Company shall be entitled to place You on Suspension during the pendency of any disciplinary enquiry for the purposes of conducting a thorough, fair, and speedy investigation. Further, subject to Applicable Laws, You may be put on Suspension with or without pay, as may be decided, at the sole discretion of the Company.

10.3 You shall be obliged to comply with all such instructions as may be issued by the Company during any such period of Suspension / Furlough.

11. TERMINATION

11.1 Subject to the Applicable Laws and subject to the completion of the handover process to the satisfaction of the Company, this Agreement may be terminated:

11.1.1 by mutual consent in writing by the Company and You; or

11.1.2 upon giving 2 (two) months written notice by either Party to the other Party ; or

11.1.3 by the Company on Your demise, or on account of Your permanent disability (certified by a competent medical practitioner) or in case You are unfit to discharge Your duties effectively and efficiently; or

11.1.4 by the Company on account of Your illness, accident or any other cause making You incapable to perform Your duties; or

11.1.5 by the Company in the event You are diagnosed with any infectious/contagious disease which poses a threat to the workplace or other employees; or

11.1.6 With immediate effect by the Company , for Cause.

For the purposes of this clause 11.1.6, the term "**Cause**" has been defined in the Company Policies on termination and misconduct.

11.2 The Company reserves the right to terminate Your Employment under clause 11.1.2, and make payment of salary in lieu of the notice period referred therein.

11.3 **Garden Leave during notice period**: The Company may, in its absolute discretion, require You at any time during the notice period not to attend Your place of work and/or not to perform any duties for the Company or to perform any such duties, projects or tasks as are expressly assigned to You by the Company. You shall continue to be employed by the Company during such period and therefore shall be eligible to receive Your full pay and benefits during any such period. During any such period, You shall (i) notify the Company of any change of address or contact details, (ii) if requested by the Company, refrain from contacting employees, clients and professional contacts of the Company, (iii) cease to hold a power of attorney for the Company, and (iv) continue to be bound by the express and implied duties of Your Employment, including, without limitation, by the duty of fidelity and good faith owed to the Company. Notwithstanding the foregoing, the Company in its sole discretion may or may not allow You to offset the garden leave against any unused annual leave (as per Your leave entitlement).

Upon termination of Your Employment, the Company may require You to sign a separation and release agreement with the Company, without the requirement of making any additional payment or consideration in relation thereto and You shall be bound to sign and execute the same.

11.4 On termination of Your Employment, for whatever reason, You undertake:

11.4.1 to immediately return to the Company all documents, software, hardware, laptop, credit or charge cards, and any other Company Property belonging to the Company;

11.4.2 to immediately resign from any and all the offices and positions You hold with the Company or any other Affiliate (subject to the Applicable Laws) without any compensation for loss of office;

11.4.3 to observe all post-employment covenants set forth in this Agreement or otherwise;

11.4.4 not to disparage, or make derogatory statements about the Company, its officers, or employees (including but not limited to any Affiliate or client/customer and their officers and employees);

11.4.5 to grant consent to the Company to notify Your new employer of Your rights and obligations under this Agreement; and

11.4.6 not to represent Yourself to be connected with or interested in the Business of or employed by the Company or any Affiliate or use for any purpose the name of the Company or any Affiliate.

11.5 Prior to leaving Your Employment, whether on account of Your resignation or termination (immediate or otherwise), You shall ensure that all Your ongoing activities are successfully completed and/or handed over to a colleague or such Person as identified by Your line manager or as designated by the Company in a diligent and structured manner.

12. LIMITATION OF LIABILITY

The Company shall have no liability to You with respect to Claims arising out of, in connection with, or resulting from this Agreement, whether in contract, tort (including negligence of any degree) or otherwise except for the payment of compensation under the terms of this Agreement or as per Applicable Laws.

13. NON-SOLICITATION AND NON-COMPETITION

13.1 You shall not, during the Term of this Agreement, without the prior written consent of the Company:

13.1.1 serve as a partner, employee, consultant, officer, director, manager, agent, associate, investor, or otherwise for, or

13.1.2 directly or indirectly, own, purchase, organize or take preparatory steps for the organization of, or

13.1.3 build, design, finance, acquire, lease, operate, manage, invest in, work, or consult for or otherwise affiliate with

any business in competition with or otherwise similar to the Company's Business.

13.2 Unless permitted by the Company, in writing, You shall not, during the Term of this Agreement and for a period of 12

(twelve) months after the termination of this Agreement ("**Restricted Period**"), solicit, either directly or indirectly, any business from any client or prospective clients of the Company. Further, You agree that You shall not, during the Term of this Agreement and during the Restricted Period, employ any of the Person being associated with the Company (whether as an employee or otherwise) or induce, influence, entice or attempt, in any manner, either directly or indirectly, to induce or persuade any other employees or contractors of the Company or its Affiliates to terminate their services with the Company or its Affiliates.

13.3 During the Restricted Period, You shall not directly or indirectly or as a trustee, fiduciary or any other representative of any other Person or entity:

13.3.1 request or advise any present client or prospective client of the Company/its Affiliates and/or any Person associated with the Company/its Affiliates (whether financially or otherwise) to withdraw, curtail, or cancel its business dealings or association with the Company/its Affiliates and further You shall not be entitled to join or be associated in any capacity with any such entity, other than as an employee of the Company;

13.3.2 render any service whether directly or indirectly to any client or prospective client of the Company/its Affiliates;

13.3.3 take up employment whether full time or part time either directly or indirectly or through any agent with the existing and/or prospective clients and/or with any of the Competitor;

13.3.4 commit any act or assist others to commit any act which might cause commercial loss to the Business and/or the reputation/goodwill of The Company/its Affiliates in any way;

13.3.5 employ, engage, or do any such act which will solicit the employment or encourage or aid any other Person to employ, engage and do any such act which will solicit the employment of any Person of the Company/its Affiliates to terminate their employment with the Company/its Affiliates;

13.3.6 solicit or encourage any Person of the Company/its Affiliates to leave their respective employment or to cease work for the Company/its Affiliates;

13.3.7 solicit and/or attempt to solicit or undertake employment with any client of the Company/its Affiliates or any organization where You have been taken or sent for training, deputation or secondment or professional work by the Company/its Affiliates.

13.4 You hereby acknowledge and agree that the limitations as to time and the limitations of the character or nature placed in this clause are reasonable and fair and will not preclude You from earning a livelihood, nor will they unreasonably impose limitations on Your ability to earn a living. In addition, You agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to You by this Agreement and You have considered the restraints imposed upon You by this Agreement and You are in full accord as to their necessity for the reasonable and proper protection of Confidential Information and the

Company Intellectual Property of the Company now existing or to be developed in the future. You expressly acknowledge and agree that each restraint imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

13.5 It is expressly understood and agreed by the Parties that although You and the Company consider the restrictions contained in this clause to be reasonable, if a final judicial determination is made by a court of competent jurisdiction that the time or territory or any other restriction contained in this Agreement is an unenforceable restriction against You, the provisions of this Agreement shall not be rendered void but shall be deemed amended to apply as to such maximum time and territory and to such maximum extent as such court may judicially determine or indicate to be enforceable. Alternatively, if any court of competent jurisdiction finds that any restriction contained in this Agreement is unenforceable, and such restriction cannot be amended so as to make it enforceable, such finding shall not affect the enforceability of any of the other restrictions contained herein.

14. INTELLECTUAL PROPERTY RIGHTS

14.1 You agree and acknowledge that You may create Inventions (alone or jointly) in the course of Your Employment with the Company and that You have a special obligation to further the interests of the Company in relation to such Inventions. Any Inventions and works embodying Company Intellectual Property shall be communicated in writing and in detail to the Company promptly and in any event within 1 (one) month of its creation.

14.2 You agree and acknowledge that (except to the extent prohibited by or ineffective in Applicable Law) all Company Intellectual Property and materials embodying them shall automatically be wholly owned by the Company or by any other corporate body that the Company may appoint as from creation for the full term of those rights.

14.3 You agree that to the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 14.2 (and except to the extent prohibited by or ineffective in Applicable Law) You:

14.3.1 hereby assign, by way of present and future assignment, any and all right, title and interest in the Company Intellectual Property to the Company; and

14.3.2 shall hold the Company Intellectual Property on trust for the benefit of the Company until such Company Intellectual Property fully vests in the Company; and

14.3.3 hereby grant to the Company an exclusive, worldwide, transferable, sub licensable, royalty free and fully paid up licence to use the Company Intellectual Property in its discretion until such Company Intellectual Property fully vests in the Company.

14.4 You agree that to the extent that any Inventions You create (whether alone or jointly) at any time during the course of Your Employment are prohibited by or prevented in Applicable Law from automatically vesting with the Company pursuant to clause 14.2, or being assigned to the Company pursuant to clause 14.3.1 You shall, immediately upon creation of such rights, grant the Company a right of first refusal, in writing, to acquire them on arm's length terms to be agreed between You and the Company. If You and the Company cannot agree on such terms within 30 (thirty) days of the Company receiving Your offer, the Company shall refer the dispute to an independent

expert. The expert shall be instructed to act as an independent expert, and not as an arbitrator. The expert's decision shall be final and binding on You and the Company and the costs of the expert's determination shall be borne equally by You and the Company.

14.5 You agree that You will use best endeavours to execute all such documents, both during and after Your Employment, as the Company may require to vest in the Company all right, title and interest pursuant to this Contract at the reasonable expense of the Company.

14.6 You agree that You will use best endeavours to, provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to the best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world.

14.7 You agree that You will use best endeavours to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third party Intellectual Property Rights at the reasonable expense of the Company.

14.8 You agree that You will not apply for the registration of any Company Intellectual Property in the United Kingdom or any other part of the world without the prior written consent of the Company.

14.9 You agree that You will keep confidential all Company Intellectual Property unless the Company has accorded its consent in writing to You for its disclosure by You.

14.10 You hereby waive, as against the Company, its successors and assigns and any licensee of any of the foregoing, all of your present and future moral rights which arise under the Copyright Act, 1957 and all similar rights in other jurisdictions relating to the Company Intellectual Property.

14.11 Without prejudice to Your rights under the Patents Act, 1970, You acknowledge that, except as provided by Applicable Law, no further remuneration or compensation, other than that provided for in this Agreement, is or may become due to you in respect of your compliance with this clause 14.

14.12 The Company's rights / entitlements and Your obligations under this Agreement shall continue in force after termination of this Agreement in respect of any Company Intellectual Property.

15. DISCLOSURE OF INFORMATION - CONFIDENTIALITY

15.1 **Acknowledgment**: You understand and agree that the Company is engaged in the highly competitive business; that the Company's success is highly dependent upon protection of the Company's trade secrets and the Confidential Information; that the Company has invested considerable resources of its time and money in developing its products, services, staff, goodwill, procedures, clients, techniques, special training, client lists, manuals, records, documents, and other trade secrets and the Confidential Information; and that during Your Employment the Company will provide You access to and valuable knowledge regarding the Company's trade secrets and Confidential Information, creating a relationship of confidence and trust between You

and the Company. You acknowledge and agree that use of such trade secrets or Confidential Information or unauthorised disclosure or use, whether intentional or unintentional, for the benefit of Competitors or otherwise would be greatly harmful to the Company, and that the Company's willingness to enter into an employment relationship with
You and to provide You the access to its trade secrets and the Confidential Information is conditioned upon (i) the protection of the Confidential Information for the Company's sole and exclusive benefit, and (ii) the retention of Your expertise and leadership during the Term of this Agreement for the sole and exclusive benefit of the Company, and not for any Competitor. You therefore agree that the covenants and confidentiality provisions set forth in this Agreement are reasonable in scope, time, and type of activity and necessary for the protection of the Company's legitimate interests, and further agrees that the offer of Your Employment and knowledge of the Company's Confidential Information to which You will gain access by virtue of Your Employment, constitute good, sufficient, and adequate consideration for the covenants and confidentiality provisions set forth in this Agreement.

15.2 **Obligation of Confidentiality**: In addition, and without prejudice to Your confidentiality obligations under common law and in equity, You shall not (except in the proper course of Your duties under this Agreement or unless ordered to do so by a court of law) during Your Employment or after its termination (for any reason whatsoever), use, disclose, communicate or divulge, or allow anyone to use, disclose, communicate or divulge and shall use best endeavours to prevent the improper use, disclosure or communication of the Confidential Information. You shall during and subsequent to the Term of this Agreement hold the Confidential Information in confidence and shall not publish, disclose, or disseminate, any time, to any Person or Competitor; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfil Your duties with the Company, without the Company's prior written permission. Further, in consideration of being entrusted access to the Confidential Information, You acknowledges and agrees:

15.2.1 that You recognizes the proprietary nature of the Confidential Information and Your obligation of maintaining the confidentiality of the said Confidential Information and that You will not use the information for any purpose other than the purpose of discharging Your duties under this Agreement;

15.2.2 to use Your best efforts to exercise utmost diligence, as an individual as well as part of a working group, to protect and guard the Confidential Information of the Company;

15.2.3 to exercise the same degree of care to guard against disclosure or use of such Confidential Information, as You employ or would employ with respect to Your own confidential information, but in any event, not less than reasonable care;

15.2.4 not to disclose any Confidential Information to any Person who is not an 'Authorised Person' either during or after Your Employment, nor to use, for Yourself or another, during Your Employment, without the Company's written consent, any Confidential Information obtained by You during Your Employment, whether developed by You or not, and You agree to hold all Confidential Information in strict confidence. For the purpose of this clause, 'Authorised Person' means (i) Persons working for the Company and specifically authorized by the Company to access such Confidential Information in course of their employment or (ii) anyone else authorized by the Company as

receiver of such Confidential Information. However, You may disclose Confidential Information where ordered to do so, by any Government, judicial or quasi-judicial authority; provided however, that You shall in such a case give the Company prior reasonable notice of any prospective disclosure, shall assist the

Company in obtaining an exemption or protective order preventing such disclosure and if the said exemption or protective order could not be secured then disclose only so much of the Confidential Information as are compelled by the authorities subject to and as required by the Applicable Law;

15.2.5 to comply with all the Company Policies and directives and other instructions relating to Confidential Information, including, but not limited to, the requirement that certain information may not be removed from the Company's premises or may be communicated or disclosed only to a restricted internal or external group of individuals;

15.2.6 not to duplicate or reproduce any Confidential Information in any manner, whatsoever, except as required for the execution of Your duties and work for the Company; and

15.2.7 as part of this Agreement, You may be required to sign the Company's non - disclosure agreement / confidentiality agreement.

15.3 **Unauthorised Use**: You shall (i) promptly notify the Company of any unauthorized possession, use or knowledge, or related attempt of any Confidential Information by any Person which may become known to it; (ii) promptly furnish to the Company full details of such unauthorized possession, use or knowledge, or attempt thereof; (iii) use reasonable efforts to assist the Company in investigating or preventing the reoccurrence of such unauthorized possession, use or knowledge, or attempt thereof of the Confidential Information; (iv) co-operate with the Company in any litigation or investigation against Persons which is deemed necessary by the Company to protect its proprietary rights; and (v) promptly prevent a reoccurrence of any such unauthorized possession, use or knowledge of the Confidential Information. During Your Employment – or any time thereafter – except for a purpose of the Company or the Affiliate directly or indirectly You shall not: (a) use, exploit (save for the benefit of the Company) or disclose such Confidential Information to third parties by any means; (b) post Confidential Information on any social media sites, including facebook, linkedin, twitter, whatsapp or any similar social or professional networking online sites or applications.

15.4 **Proprietary Protection**: Confidential Information shall at all times, both during Your Employment and at all times, thereafter, be and remain the sole property of the Company for its sole and exclusive use and benefit. You shall return to the Company or to its nominees Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in Your possession, power and control as and when called upon by the Company and upon termination of Your Employment (regardless of whether or not expressly requested to do so at the time Your Employment ceases), as the case may be, destroy the same and shall not make or retain any copies of such Confidential Information. On or immediately after the date of termination of Your Employment but not later than 7 (seven) days, You shall certify (as per the format provided by the Company) that You have complied with

the obligations imposed under this clause.

15.5 **No Warranty**: Nothing contained in this Agreement shall be construed to obligate the Company to disclose any information to You. You agree that the Confidential Information disclosed under this Agreement is disclosed 'as is' without any warranties, either express or implied. The Company hereby expressly disclaims all warranties regarding the accuracy of the Confidential Information and its fitness for a particular purpose.

15.6 **Former employer**: The Company meets the highest standards in its approach to competition and in relation to its expectations for ethical competition. The Company neither seek, nor expect You to reveal competitive secrets from Your former employers, and the Company expect that You leaving Your Employment with the Company do not use the knowledge, information or contacts obtained in the performance of Your duties at the Company for Your own benefit or for the benefit of a prospective employer or a third party. You hereby represent and warrant that in course of Your Employment, You shall not use or reproduce any Confidential Information or trade secrets belonging to Your former employer or any third party, in breach of any contract or Applicable Laws.

16. E-MAIL & INTERNET

16.1 You are responsible for following the Company email, social media and internet policy at all times and ensuring proper use of all the Company equipment.

16.2 The Company reserves the right to retrieve the contents of Your messages for the purpose of monitoring whether the use of the e-mail is legitimate or to comply with any legal obligations and You hereby give Your unconditional consent to the Company and its authorised representatives to access Your computer system and networks for this purpose.

17. COMPANY'S PROPERTY - YOUR DUTY TO RETURN

17.1 Any and all of the Company Property, the Confidential Information and the Company Intellectual Property of the Company, acquired by You or in Your possession must be returned to the Company immediately upon termination of this Agreement.

17.2 It is further agreed and understood that until such time as all of the Company's Property, Confidential Information and the Company Intellectual Property are returned and all termination formalities are complete, the Company shall be entitled to withhold any salary, emoluments, or other dues payable to You. You recognize and agree that the Company shall be entitled to recover from You and You shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse or damage of the Company's Property, the Confidential Information, and the Company Intellectual Property entrusted to You. The Company reserves the right to initiate legal proceedings against You (including the right to refuse payment of the full and final settlement dues as well as handover of the relieving letter to You) if You fail to return any of the Company's Property, which is in Your possession. You must return the Company Property as directed by the Company, from the effective date of termination of Your Employment by the Company.

18. REPRESENTATIONS AND WARRANTIES

You hereby represent and warrant to the Company that:

18.1 (i) You have been provided with a copy of this Agreement for review prior to signing it; (ii) You have reviewed the Agreement and understand the terms, purposes and effects of this Agreement; (iii) You have signed the Agreement only after having had the opportunity to seek clarifications; (iv) You have not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon You; (v) You have executed this Agreement of Your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; (vi) this Agreement is reasonable and necessary to protect the legitimate business interests of the Company; (vii) You have authority to enter into this Agreement and do not require any third party consent (viii) the execution, delivery, and performance of this Agreement will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which You are a party or in respect of any judgment, arbitration award, order or decree to which You are subject; (ix) You are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other Person; and (x) the services to be performed by You shall not infringe upon or violate the personal, civil or property rights of any Person or entity and neither shall they violate any copyright, trademark, trade name or patent or any other right of any Person or entity;

18.2 You will not execute any instrument or grant or transfer any rights, titles, and interests inconsistent with the terms and conditions of this Agreement;

18.3 You are legally permitted to reside and be employed in India;

18.4 You have disclosed all material and relevant information which may either affect Your Employment with the Company currently or in the future or may be in conflict with the terms of Your Employment with the Company, either directly or indirectly;

18.5 It is expressly agreed by You that if, at any time during Your Employment, the Company becomes aware that You have suppressed any material or relevant information required to be disclosed by You, the Company reserves the right to forthwith terminate Your Employment without any notice and without any obligation or liability to pay any remuneration or other dues to You irrespective of the period that You may have been employed by the Company.

19. OFFER ON LIQUIDATION / CORPORATE ACTION

You hereby agree and understand that if Your Employment be terminated by reason of the liquidation of the parent company of the Company for the purpose of compromise, arrangement reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganisation of the Company or due to any other corporate action (including a transfer of establishment / unit / undertaking), and subject to You having been offered successive employment on terms no less favourable to You than the terms in effect under this

Agreement, then, subject to Applicable Laws, You shall have no legal or contractual Claim against the Company towards termination of Your Employment.

20. DISPUTE RESOLUTION

20.1 The Parties agree that they will, at all times, act in good faith, and make all attempts to resolve all differences howsoever arising out of or in connection with this Agreement by discussion. If within 15 (fifteen) days of the commencement of the discussions the dispute is not resolved the dispute shall be referred to binding arbitration, provided that:

20.1.1 Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time; and

20.1.2 There shall be 1 (one) arbitrator to be appointed jointly appointed by the Parties.

20.2 The Parties agree that until the arbitration proceedings are complete, they shall not take their disputes to a court of law. The arbitration proceedings shall be held at Bengaluru, Karnataka, India, and the language of the arbitration shall be in English.

20.3 The arbitration proceeding and all related documents will be confidential unless disclosure is required by Applicable Law. The arbitration will be conducted confidentially, and any award may be made public only with the prior written consent of the Parties.

20.4 Notwithstanding the aforesaid provisions of this Agreement, in the event of any breach or apprehended breach by You of the provisions of this Agreement, the Company shall be entitled, in addition to all other remedies, to an injunction, whether interlocutory or preliminary, restraining any such breach, without recourse to arbitration.

21. DATA

The Company may, in connection with Your Employment, receive personal data relating to You or third parties associated with You. Subject to the Applicable Laws and the Company Policies, the Company may process, store, handle, transfer such data for relevant Business purposes. You agree to be bound by the Company policy on data privacy and consent and by signing this Agreement You expressly consent to, the processing of Your personal data by the Company and in particular to the following:

21.1 the processing of Your personal data by the Company;

21.2 the collection and processing of Your sensitive personal data for purposes such as legal, personnel, administrative and management purposes and in particular to the processing of any data qualifying as 'sensitive personal data or information' and/or 'personal information' as defined in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data of Information) Rules, 2011 relating to You including but not limited to:

21.2.1 medical records and history in order to monitor sick leave and take decisions as to Your fitness for work;

21.2.2 biometric information;

21.2.3 physical, physiological, and mental health condition.

21.3 the transfer worldwide of Your personal data by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by Applicable Laws; and use of Your personal images and voices in marketing material, videos, etc.; and

21.4 treating any personal data to which You have access in the course of Your Employment strictly in accordance with Company Policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to You.

22. NOTICES

By signing this Agreement, You expressly consent that the address and email id as indicated in this Agreement can be used by the Company for sending communication to You and every communication addressed to You at the given address shall be deemed to have been served upon You. In case of change of Your residential address and email id, You must intimate this to the Company immediately and no later than 3 (three) days of such change. All communications shall be sent to the contact information set forth in this Agreement or to such other contact information as may be intimated by the Party by giving written notice to the other Party pursuant to this clause.

23. INDEMNIFICATION

You hereby agree that at all times during the course of Your Employment with the Company (and even after the termination of Your Employment with respect to the terms contained herein), You shall indemnify and keep the Company indemnified against all losses, damages, Claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of (i) Your acts, omissions, gross negligence or willful misconduct during the course of Your Employment, (ii) breach of the Applicable Laws and regulations during the course of Your Employment (iii) any breach of terms and conditions, representations and covenants as contained herein and (iv) infringement of Intellectual Property Rights of the Company or any other Person.

24. FAILURE TO ENFORCE

The failure of either Party hereto to enforce at any time or for any period of time the provisions hereof in accordance with its terms shall not be construed to be a waiver of such provisions or of the right of such Party thereafter to enforce each and every provision herein.

25. GOVERNING LAW AND JURISDICTION

25.1 This Agreement and any dispute or Claim arising out of or in connection with it or its subject matter or formation including non-contractual disputes or Claims shall be governed by and construed in accordance with Indian Applicable Law.

25.2 You hereby irrevocably agree that subject to clause 20 above, the courts of Bengaluru, Karnataka, India shall have

exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation including non-contractual disputes or Claims. The submission of Parties to such jurisdiction shall not limit the right of the Company to commence any proceedings arising out of this Agreement in any other jurisdiction it may consider appropriate.

26. BREACH OF COVENANTS AND INJUNCTION RELIEF

You acknowledge and agree that the services to be rendered by You under this Agreement are of a special, unique, and extraordinary nature which gives them peculiar value. In the event of any breach of any covenant or promise set forth herein, You agree that the Company shall be entitled to seek judicial remedies for the redress of such breach, including, without limitation, the right to seek injunctive relief. The various rights and remedies of the Company under this Agreement or otherwise shall be construed to be cumulative, and no one of them shall be exclusive of any other or of any right or remedy allowed by law.

27. MISCELLANEOUS

27.1 The Parties herein explicitly agree to waive off statutory provision contained under Section '25 G' of the Industrial Disputes Act, 1947 or Section 71 of the Industrial Relations Code, 2020 (as and when it is applicable) or any other corresponding law, in relation to the aforesaid, as applicable for the time being in force.

27.2 This Agreement sets forth the entire understanding of the Parties and supersedes and pre-empts all prior oral or written understandings and agreements with respect to the subject matter hereof except the offer letter dated issued to You which shall continue to have effect to the extent not contrary to the provisions of this Agreement.

27.3 Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under Applicable Law, but if any provision of this Agreement is held to be prohibited by or invalid under Applicable Law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement.

27.4 No amendment or modification of this Agreement and no waiver by any Party of the breach of any covenant contained herein shall be binding unless executed in writing by the Party against whom enforcement of such amendment, modification or waiver is sought. No waiver shall be deemed a continuing waiver or a waiver in respect of any subsequent breach or default, either of a similar or different nature, unless expressly so stated in writing.

27.5 All rights not specifically and expressly granted to You by the Company by this Agreement are reserved to the Company.

27.6 You agree that You have had, the opportunity to obtain, independent legal advice in connection with the execution of this Agreement and have read this Agreement in its entirety, understand its contents and are signing this Agreement freely and voluntarily, without duress or undue influence from the Company or any other party.

27.7 Each Party agrees to execute and deliver all such things and provide all such reasonable assurances, further

documents, or instruments, required by the other Party as may be reasonably necessary or desirable to affect the purpose of this Agreement and perform or carry out its provisions.

27.8 Notwithstanding anything contained in the Agreement and to the extent permissible by Applicable Laws, this Agreement may be assigned by the Company, but You shall not assign or transfer all or any of Your obligations under this Agreement without the prior written consent of the Company.

27.9 The rights and remedies of the Parties contained in this Agreement are cumulative and not exclusive of rights or remedies provided by Applicable Laws.

IN WITNESS WHEREOF the undersigned have executed this Agreement at **Finastra Software Solutions** on **14 September 2022**.

SIGNED by: **Swetha K**
the duly authorised signatory of **Finastra Software Solutions (India) Private Limited**



in the presence of:)

SIGNED by: **Shivang Singh**
in the presence of:

_____

Schedule 1

Definitions

"**Affiliate(s)**" in relation to a Person,

(i) being a corporate entity, shall mean any entity or Person, which Controls, is Controlled by, or is under the common Control of such Person;

(ii) being an individual, any entity or Person, which is Controlled by such individual or a relative of such individual;

(iii) in any other case shall mean a Person Controlled by a Party / Parties to this Agreement.

"**Agreement**" means this instrument as originally executed and delivered or, if amended or supplemented in writing, as so amended, or supplemented, and overrides all previous correspondence, letters and representations made expressly or impliedly with the exception of the offer letter issued to You, which shall continue to have effect to the extent it is not contrary to the provisions of this

Agreement. The relationship of the Parties hereto shall be solely and exclusively governed by the terms agreed in this Agreement or such further amendments as may be agreed by the Parties in writing.

"**Applicable Law(s)**" means any applicable law, including without limitation: (a) corporate, securities, tax or labour and employment laws; and (c) any statute, law, regulation, ordinance, rule, judgment, order, decree, bye-law, approval, authorizations of any Governmental Authority, directive, guideline, notification, circular, regulation, permit, notice, protocol, code, policy, requirement or other governmental restriction or any similar form of decision or any binding action of an administration having the force of law of any of the foregoing by any Governmental Authority having jurisdiction over the matter in question, whether in effect as of the date of this Agreement or at any time thereafter.

"**Business**" shall have a meaning as ascribed to it in recital A above.

"**Claim(s)**" means any action, claim, cost, damages, expense (including without limitation legal and other professional fees and expenses), demand, fine, penalty, dispute, litigation, petition, suit, investigation, inquiry, proceeding, mediation, arbitration, conciliation, enforcement proceeding, hearing, complaint, assessment, judgment, order, injunction, decree, or award (administrative or judicial (criminal or otherwise)) by or before any Governmental Authority.

"**Company Intellectual Property**" means Intellectual Property Rights created by You (either individually or in conjunction with others) from time to time in the course of your Employment and/or during the Term of this Agreement (whether or not in the course of Your normal duties or other duties specifically assigned to You, during normal working hours or outside working hours, and whether or not using the Company premises or resources and whether or not recorded in material form) relating to or connected with or otherwise affecting the business of the Company or the Affiliate, or which may be used or adapted for use by such companies.

"**Competitor**" means any Person directly engaged in the business competing with the Business of the Company.

"**Confidential Information**" means and includes, information which is confidential and proprietary to the Company and/or its Affiliates and/or to certain third parties with which the Company and/or its Affiliates has contractual relationships, and disclosed to or obtained by You from the Company and/or its Affiliates and/or such third parties, whether (without limitation) in graphic, written, electronic or machine readable form on any media or orally or information reduced to tangible form (including information communicated or obtained through meetings, documents, correspondence or inspection of tangible items) and whether or not the information is expressly stated to be confidential or marked as such and includes, but is not limited to all information relating to the Company's and/or Affiliate business, finances, transactions, relationships, products, services, processes, equipment or activities; the business methods and information of the Company and any Affiliate (including prices charged, discounts given to customers or obtained from suppliers, product development, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information); lists and particulars of the Company's and any Affiliate's agents, suppliers, customers and prospective customers and the individual contacts at such agents, suppliers, customers or prospective customers; details and terms of the Company's and any Affiliate's agreements with its and/or their agents, suppliers and customers; details as to the design of the

Company's and any Affiliate's and its and/or their suppliers' products and Inventions or developments relating to future products; details of any promotions or future promotions or marketing or publicity exercises planned by the Company and any Affiliate; details of any budgets, business or management plans of the Company and any Affiliate; any information which may affect the value of the Business or the shares of the Company or any Affiliate; all information, in whatever form, relating to the above matters to which You may have access in the course of Your Employment and which, given its nature and/or the way You receive it, is clearly deemed confidential whether or not it is information which has been verbally confirmed to You as confidential or in the case of documents or other written materials or any materials in electronic format whether they are or were marked as confidential; but does not include information: (i) that is in the public domain other than by Your breach of this Agreement and/or of any other agreement to which You are bound by; (ii) that was previously known by You, as established by written records of You prior to receipt of such information from the Company and (iii) that was lawfully obtained by You from a third party without any obligations of confidentiality to the Company; (iv) developed independently by You, not in the course of Your Employment with the Company and without any reference to the confidential information or resources of the Company as evidenced by the written records of the Company.

"**Control**" (including, with its correlative meanings, the term "**under common control with**"), as used with respect to any Party, means the power, direct or indirect, to direct or cause the direction of the management and policies of such Person whether by contract or otherwise. In any event, and without limitation of the previous sentence, for purposes of this Agreement any Person owning more than 50% of the voting securities or interest of another Person shall be deemed to control that Person.

"**Company Policies**" means the policies and procedures of the Company as may be documented and/or practiced and/or instructed by the Company from time to time including the Company's group code of conduct or the Company's group policy, if any, applicable to the Company and its Affiliates.

"**Effective Date**" means **26 September 2022.**

"**Employment**" means Your employment with the Company in accordance with the terms and conditions of this Agreement.

"**Governmental Authority**" means any governmental authority (any state or political subdivision thereof), statutory authority, government department, government employer, agency, commission, board, tribunal or public body or authority, including courts of competent jurisdiction or other entity authorized to make laws, rules or regulations or pass directions or any municipality, district, or other subdivision thereof and any authority exercising powers conferred by law.

"**Intellectual Property Right(s)**" means any work, discovery, Invention(s), trademark, tradename, service mark, domain name, patent, copyright (including morals rights if transferrable under Applicable Law), designs, rights in get-up, goodwill, rights to sue for passing off, semi-conductor topography rights, database rights, Confidential Information, proprietary rights, know-how, secret process or improvement subject to intellectual or industrial property rights and any and all other intellectual property rights or software, source and object code, documentation, APIs, interfaces and other software

related products and activities, concepts, studies, designs, fonts, manuals, software manuals and blueprints, brochures or otherwise in each case whether registered or unregistered and including all applications or rights to apply for, and renewals or extensions of such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"**Invention(s)**" means any invention, idea, discovery, development, improvement or innovation, processes, formulae, models or prototypes, whether or not patentable or capable of registration, and whether or not recorded in any medium.

"**Person(s)**" means an individual, company, corporation, partnership, limited liability partnership, association, trust or other entity or organization, including a government or political subdivision or an agency or instrumentality thereof that is not a party to this Agreement.

"**Property**" includes, but is not limited to the following:

(i) internal memoranda, computer equipment (including software), training materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property which embody Confidential Information and the Company Intellectual Property or any other information concerning the Business, whether such documents have been prepared by the Company or any other Person;

(ii) papers, blueprints, drawings, specifications, pen drives, laptops, keys, pass cards, identification cards, photographs, charts, graphs, notebooks, customer lists, computer disks, tapes or printouts, sound recordings and other printed, typewritten, or handwritten documents, sample products, prototypes and models or any other property belonging to The Company and/or its Affiliates.

(iii) all machineries and equipment owned or possessed by the Company from time to time;

(iv) any residential accommodation, automobile, furniture, fixtures, fittings and furnishings, communication equipment, and all other items; and

(v) any tangible and intangible expression of Confidential Information, including, without limitation, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

"**Schedules**" means the schedules that form part of this Agreement.

"**Term**" means period commencing from the Effective Date till Employment is terminated in accordance with this Agreement.

SCHEDULE 2

Annexure
Total Compensation & Rewards

Confidential

Name: Shivang Singh

Title: Associate Software Engineer — **Level:** TP1

Sr	Compensation Break-up	Monthly (INR)	Annual (INR)
1	Basic Pay	24,375	292,500
2	Flexible Compensation Plan (FCP)	26,867	322,400
3	Employer's Contribution to PF (12 % of Basic)	2,925	35,100
a	**Total Base Salary (1 + 2 + 3)**	**54,167**	**650,000**
4	Transportation Allowance #	1,500	18,000
5	Lunch Coupons	1,100	13,200
b	**Allowances (4 + 5)**	**2,600**	**31,200**
c	**Gratuity (As per The Gratuity Act) 4.81% of Basic Pay**	**4.81%**	**14,069**
6	Medical Insurance for Self & Dependents *		
7	Group Accident Insurance		25,000
8	Life insurance - 2x Annual (Basic Pay + FCP) ***		
d	**Costed out Insurance (Paid by Finastra) (6 + 7 + 8)**		**25,000**
e	**Bonus (As per company policy) as 5.0% of Base Salary (a Above)**	**5.00%**	**32,500**
	Total Annual Cost to Company (CTC) (INR) (a + b + c + d + e)		**752,769**

\# Refer to Benefits Annexure for details
* Refer to Benefits Annexure for details

Swetha k
HR Analyst

01-09-22
Date

26th January 2022

Ayush Kumar Jain
Chennai

E-mail ID – ayushkumarjain1105@gmail.com

Offer Letter

Dear **Ayush Kumar Jain**,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of employment:

1.	Designation	:	**IT Trainee / InP - IT Trainee**	
2.	Company:	:	**FIS Global Business Solutions India Private Limited**	
3.	Place of Posting	:	7th &3rd, Floor, Block C, Ambit IT Park, Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd, Chennai, Tamil Nadu 600058	
4.	Date of Joining	:	**27th June 2022**	
5.	Compensation & Benefits	:	Annual Base Pay : Rs.	**765,000** /-
			Performance Pay : Rs.	**57,375** /-
			Total Compensation (TC) : Rs.	**822,375** /-

Break up of above Compensation details are provided in Annexure 1.

7. **Background Checks** :- Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
8. **Confidentiality** : You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
9. **Notice Period**: Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employer PF contribution.
10. **Probation Period**: You will be on probation initially for a period of 6 months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.

11. **Cause for Termination means**: A wilful failure by You to substantially perform your duties and responsibilities, breach of Company policies and Code of Business Conduct and Ethics and the commission by You of theft, fraud, breach of trust or any material act of dishonesty involving the Company or its Affiliates.

12. **Hours of work** : Your normal working hours shall be 9 hours per day and 45 hours per week, including applicable intervals for rest. The Company also reserves the right to vary your hours of work and days of attendance, either on a permanent or temporary basis, dependent on business requirements. In the event of this you will be provided with reasonable notice.

    The company follows a flexible working time system, which will enable You to choose your arrival and/or departure time from a range of available hours, subject to approval from your Reporting Manager. Further, You may be required to work in shifts or in a different weekly work schedule due to business reasons. You will be communicated about such differential schedule and work timings by your Reporting Manager.

    You will be required to devote the whole of your time, attention and skill to the business and affairs of the Company both during normal business hours and during such additional hours, as permitted by Law as are necessary for the proper performance of your duties or as the Company may reasonably require from time to time.

Sharing of this information will result in withdrawal of your letter of offer

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

The Annexure II needs to be accepted and signed along with this offer letter.

We look forward to having you on board with Team FIS.

Yours sincerely



Amol Gupta
People Leader – India & Philippines

ANNEXURE
Compensation and Benefits

Name: **Ayush Kumar Jain** **w.e.f.** **27-Jun-22**

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	31,880	382,560
House Rent Allowance	15,940	191,280
Flexi Benefit Plan^	12,104	145,248
Employer's contribution to Provident Fund	3,826	45,912
BASE PAY (FIXED PAY)	**63,750**	**765,000**
Performance Bonus*		57,375
TOTAL COMPENSATION (TC)		**822,375**

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	18,402
Premium paid by the employer for Group Health Medical Insurance**	24,145
COST TO COMPANY (CTC)	**864,922**

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

^ Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

All salary components are governed by the company policies and statutory guidelines

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Ayush Kumar Jain,** confirm that I am voluntarily sharing my Personal Information with **FIS Global Business Solutions India Private Limited** for the following purposes:

a) Validating my Curriculum Vitae and retaining records on the same for any future reference/verification

b) Processing my job application including background verification checks and medical checks

c) Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with **FIS Global Business Solutions India Private Limited**.

In this context, I also agree to the retention of such Personal Information by **FIS Global Business Solutions India Private Limited** for any future reference/verification and authorize **FIS Global Business Solutions India Private Limited** to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with **FIS Global Business Solutions India Private Limited** and is capable of identifying me.

Name: **Ayush Kumar Jain**

Signature: _____

Date:

January 25, 2022

Lalith Anand S

Bangalore

lalith2016.anand@gmail.com

Offer Letter

Dear Lalith Anand S,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

1.	Designation	**IT Trainee / Global Title – InP - IT Trainee**
2.	Company	**Fidelity Information Services India Private Ltd**
3.	Place of Posting:	2nd & 3rd Floor, Tower 3, Block Warp, SJR I Park, EPIP Zone Whitefield Road, Bangalore – 560066
4.	Date of Joining	**27th June 2022**
5.	Compensation & Benefits	Annual Fixed Pay **: Rs. 765000/-** Performance Pay **: Rs. 57375/-** **Total Compensation (TC) : Rs. 822375/-** Break up of above Compensation details are provided in Annexure I
6.	**Background Checks**:	Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
7.	**Confidentiality**:	You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
8.	**Notice Period**:	Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you **75 days** Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving **75 days** Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employer PF contribution.
9.	**Probation Period**:	You will be on probation initially for a period of **6 [six]** months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.

10. **Cause for Termination Means**: A wilful failure by You to substantially perform your duties and responsibilities, breach of Company policies and Code of Business Conduct and Ethics and the commission by You of theft, fraud, breach of trust or any material act of dishonesty involving the Company or its Affiliates.

11. **Hours of Work**: Your normal working hours shall be 9 hours per day and 45 hours per week, including applicable intervals for rest. The Company also reserves the right to vary your hours of work and days of attendance, either on a permanent or temporary basis, dependent on business requirements. In the event of this you will be provided with reasonable notice.

The company follows a flexible working time system, which will enable You to choose your arrival and/or departure time from a range of available hours, subject to approval from your Reporting Manager. Further, you may be required to work in shifts or in a different weekly work schedule due to business reasons. You will be communicated about such differential schedule and work timings by your Reporting Manager.

You will be required to devote the whole of your time, attention and skill to the business and affairs of the Company both during normal business hours and during such additional hours, as permitted by Law as are necessary for the proper performance of your duties or as the Company may reasonably require from time to time.

Sharing of this information will result in withdrawal of your letter of offer

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

The **Annexure II** needs to be accepted and signed along with this offer letter.

We look forward to having you on board with Team FIS.

Yours sincerely



Amol Gupta
People Leader - India and Philippines

ANNEXURE I

Compensation and Benefits

Name: **Lalith Anand S** **w.e.f.** **27-Jun-22**

FIXED PAY

Particulars	**Amount (PM)**	**Amount (PA)**
Basic Salary	31,880	382,560
House Rent Allowance	15,940	191,280
Flexi Benefit Plan^	12,104	145,248
Employer's contribution to Provident Fund	3,826	45,912
BASE PAY (FIXED PAY)	**63,750**	**765,000**
Performance Bonus*		57,375
TOTAL COMPENSATION (TC)		**822,375**
ANNUAL BENEFITS		
Benefit Particulars		**Amount (PA)**
Gratuity (As per payment of Gratuity Act)		18,402
Premium paid by the employer for Group Health Medical Insurance**		24,145
COST TO COMPANY (CTC)		**864,922**

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

^ Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

All salary components are governed by the company policies and statutory guidelines

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Lalith Anand S**, confirm that I am voluntarily sharing my Personal Information with **Fidelity Information Services India Private Ltd** for the following purposes:

a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification

b. Processing my job application including background verification checks and medical checks

c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with **Fidelity Information Services India Private Ltd**.

In this context, I also agree to the retention of such Personal Information by **Fidelity Information Services India Private Ltd** for any future reference/verification and authorize **Fidelity Information Services India Private Ltd** to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with **Fidelity Information Services India Private Ltd** and is capable of identifying me.

Name: **Lalith Anand S**

Signature: 

Date: 26/01/2022

JioSign Document ID: c0a8614a-83f6-18bf-8184-3c38e08517e8

Shopsense Retail Technologies Ltd.
(Formerly known as Shopsense Retail Technologies Pvt Ltd)
1st Floor, Wework Vijay Diamond, Opp. SBI branch,
Cross Rd B, Kondivita, Andheri East, Mumbai 400 093
MOB: +91 9321 938 025 | CIN: U52100MH2012PLC236314

03rd November 2022

Avijeet Shrivastava
House No. A-6,
Shri Ram Vihar Colony,
Behind Mining Office,
Near Purena Talab,
Raipur (C.G.) 492001.

Subject: Letter of Intent

Dear **Avijeet,**

We are excited about the prospect of you joining Shopsense Retail Technologies Limited ("FYND"). This is your offer letter; the details are mentioned below:

Designation	**: Product Designer (Fynd Academy)**
Team	**: Design**
Internship Start Date	**: 07th November 2022**
Internship End Date	**: 06th February 2023**
Offered Stipend	**: INR 3,85,036/- per annum**

In the following pages you will find details regarding your salary, and benefits as well as additional things to know before starting.

If you have any questions or concerns, please feel free to reach out to the HR team (details below). We look forward to your response and working together.

We look forward to your response and working together.

Thanking you,
For and on behalf of
Shopsense Retail Technologies Limited ("Fynd/Company")

Farooq Adam Mukadam
Whole Time Director

03.11.2022 17:20
Avijeet Shrivastava

JioSign Document ID: c0a8614a-83f6-18bf-8184-3c38e08517e8

Shopsense Retail Technologies Ltd.
(Formerly known as Shopsense Retail Technologies Pvt Ltd)
1st Floor, Wework Vijay Diamond, Opp. SBI branch,
Cross Rd B, Kondivita, Andheri East, Mumbai 400 093
MOB: +91 9321 938 025 | CIN: U52100MH2012PLC236314

SALARY STRUCTURE:

Total Gross Monthly Salary: INR 30,283/-

Salary Heads	Per Month	Annual
Basic Salary (50% of Gross)	15,142	1,81,704
House Rent Allowance (50% of Basic)	7,571	90,852
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Other Allowances	4,720	56,644
Gross Salary	**30,283**	**3,63,400**
Employee Deductions		
Provident Fund	1,800	21,600
ESIC	-	-
MLWF	2	24
Profession Tax	200	2,500
Net Salary	**28,281**	**3,39,276**
Employer Contribution		
Provident Fund	1,800	21,600
ESIC	-	-
MLWF	3	36
CTC	**32,086**	**3,85,036**



03.11.2022 17:20
Avijeet Shrivastava

JioSign Document ID: c0a8614a-83f6-18bf-8184-3c38e08517e8

Shopsense Retail Technologies Ltd.
(Formerly known as Shopsense Retail Technologies Pvt Ltd)
1st Floor, Wework Vijay Diamond, Opp. SBI branch,
Cross Rd B, Kondivita, Andheri East, Mumbai 400 093
MOB: +91 9321 938 025 | CIN: U52100MH2012PLC236314

Perks & Benefits of being FYND-member

- **Startup Culture:**
- Flexible Work Timings & Work from home & Work hard, have fun & Workcation

- **Compensation:**
- Best in the Industry

- **Healthcare:**
- Mediclaim policy for Parents/Spouse/kids & Group Health care (8 lacs)
- Group Term Life Insurance for Nominee of the Deceased Employees, in case of death during and in course of Employment (4times the last drawn CTC of the Deceased Employees)

- **Growth based organization:**
- Open Learning - 100% Reimbursement for Coursera courses
- Fast Growth - opportunities to grow quickly and surely
- Creative Freedom + Flat hierarchy
- Long Employee tenure

- **Coolest & the best part:**
- Games Zone: Carom, Foosball
- Food - Unlimited snacks, Breakfast every day, and Lunch “Fridays”
- Awesome team members!

The Legal language:

- Your annual salary is subject to taxes and will be paid on company’s normal payroll cycle
- We follow “At-will” Employment policy with equal rights awarded to both the Team-member as well as the management.
- As a part of your employment, you shall not disclose or use, directly or indirectly, any Confidential Information, including any proprietary information, trade secret, marketing strategies, customer and client’s information, or business information of Fynd or any other person or entity associated with Fynd which is received or accessed during the course of your employment except as authorized and within the scope of your employment with Fynd. This clause survives post your termination of employment with Fynd.
- ***We have “Bring your own device” (BYOD) policy - please read the details here: http://bit.ly/BOYDpolicy***

Thank you for your consideration and time during the interview process.We hope this letter was helpful. If you have any questions, you can call our HR Team. We look forward seeing you at FYND!

03.11.2022 17:20
Avijeet Shrivastava

Ganit
data speaks

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

OFFER LETTER

Date: 05/04/2022

Name	Email	Contact
Nikhil Kumar	**nklp952@gmail.com**	**9680549492**

Dear **Nikhil**,

Congratulations. Welcome to the exciting world of Data Science!

We are pleased to confirm your offer for the position of **Data Analyst**.

This offer comes to you as the culmination of a rigorous selection process, and you are sure to find a challenging peer group at Ganit. We are positive you will find the work environment stimulating and conducive to help realize your goals.

You will be offered an annual compensation (CTC) of INR 6,00,000/- (Rupees Six Lakhs only). For further details please refer Annexure I. Your employment will commence on 18th July 2022. This is a full-time position. Your place of posting will be Chennai.

We are confident that you will add tremendous value to Ganit and strengthen Ganit's values. Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome aboard, and best wishes!

Yours Sincerely,



Ashok Harwani
Co-Founder

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Annexure 1

Compensation Breakup Details-

CTC (Per Annum)		**₹**	**6,00,000**
Fixed Components			
1	Basic Pay	21,086	2,53,032
2	House Rent Allowances	10,543	1,26,516
3	City Compensatory Allowances	10,542	1,26,504
4	Other Allowances		₹ -
Gross Salary		**₹ 42,171**	**₹ 5,06,052**
Other Components (Annual)			
1	Variable Pay		₹ 60,000
Total Other Component			**₹ 60,000**
Other Benefits			
1	PF - Employer Contribution	1,950	23,400
2	ESI - Employer Contribution	-	-
3	Gratuity Benefits	879	10,548
4	Other Benefits		-
Total Benefit Component		**2,829**	**33,948**

1. **Variable Pay:** You will be eligible for a variable pay on an annual basis. The amount of variable pay will depend on Company's and your 12 months performance and other parameters which Ganit may decide. The maximum pay-out will be as indicated in the renumeration structure mentioned in the table and please understand that there is no minimum guaranteed pay-out for variable pay. The payout will happen annually.

All the below mentioned terms & conditions need to be fulfilled for eligibility of Variable Pay:

- Employee should complete employment of 12 months with Ganit
- Employee should neither be in resigned state, nor should he be serving notice period till the time payout of Variable Pay is made
- Payout will happen along with 13th month salary (starting effective date as per this letter)
- Variable payout would happen based on the performance

www.ganitinc.com contact@ganitinc.com +91-44-48628095

2. **Insurance Benefits:** Your insurance package includes the following benefits and their respective coverage:

Benefit	Coverage
Medical Insurance	Rs.2,00,000/-
Accidental Insurance	Rs.10,00,000/-

Candidate Acceptance:

I _____, hereby accept the offer along with all the details provided.

I confirm that all the details communicated by me are true to the best of my knowledge. If any discrepancy is found in my personal documents, I understand that it will make this offer null and void.

Signature:

Date:

www.ganitinc.com contact@ganitinc.com +91-44-48628095

January 28, 2022

Name: **Pranav Sharan**

Offer Of Employment

Dear **Pranav,**

We are pleased to offer you the position of **Analyst, Reporting and Analytics** with Hudson's Bay Services Private Limited ("HBC" or the "Company") in India. Your employment is subject to the terms and conditions that follow and applicable Company policies.

Subject to you executing this Offer of Employment Letter and verification of your antecedents, your employment with HBC shall commence on **July 11, 2022** (the "Effective Date").Kindly note that the attached Offer of Employment Letter is contingent upon your ability to join HBC on the Effective Date. **In the event you are unable to join on or earlier than the Effective Date, the Company will have the option to withdraw this offer.**

Please note that this job offer is provisional and is subject to verification of your antecedents and other information as may be verified from your background check report. If your background and/or reference checks have not been completed as of the date of this letter, then based upon the result of these checks, HBC reserves the right to withdraw this offer and/or terminate your employment.

REMUNERATION AND BENEFITS

Fixed Gross Salary: Your fixed gross salary will be **INR 7,50,000** per annum (the "**Fixed Gross Salary**"), less statutory deductions and other required with holdings, payable in twelve monthly equal installments at the end of each calendar month in accordance with Company policy. A breakdown of your Fixed Gross Salary together with other compensatory benefits is as stated in the enclosed **Annexure A**. Since the success of HBC depends upon the outstanding performance of its Associates, you are expected to perform your duties and services to HBC to the best of your ability, on a full-time basis.

SIGN-ON BONUS:

In addition to the total annual earning, you will also be eligible for a **one time Sign-On Bonus of INR 50,000** contingent to your joining within 30 days from the date of offer and which will be paid to you after your successful completion of 30 days of continuous employment from your date of joining HBC India. The payment of this Sign-On Bonus amount will be subject to deduction of taxes at source as per applicable laws and regulations. If the Company terminates your employment for Cause or you resign within the 12-month period following the Effective Date, you agree to reimburse the Company in full for the Sign-on Bonus. Required repayment must be made on or before your final date of active employment and in any event within thirty (30) days of your termination of employment.

RETENTION BONUS

In addition to the total annual earning, you will also be eligible for a **Retention Bonus INR 1,00,000**. This amount will be paid to you after your successful completion of 6 months of continuous employment from your Effective Date of joining HBC India. The total payment(s) of the amount of the Retention Bonus will be made subject to deduction of taxes at source as per applicable law, rules and regulations. If the Company terminates your employment for Cause or you resign within the 12-month period following the Effective Date, you agree to reimburse the Company in full for the Retention Bonus. Required repayment must be made on or before your final date of active employment and in any event within thirty (30) days of your termination of employment.

Benefits Programs: You and your immediate family (as defined by Company policy) will be eligible to participate in HBC's Benefit Programs as set out below:

Medical Insurance

Accident Insurance

Term Life Insurance

Further details regarding any of the above Benefit Programs shall be provided to you upon request.

Retirals: Pension, Provident Fund and Gratuity shall be governed by applicable laws and Company policies.

Annual Incentive: You will be eligible to participate in the Annual Incentive (AI). Under the AI, you will be eligible for a **target annual Incentive amount of 5%** of your Fixed Gross Salary. For the initial fiscal year of your employment following your start date, your payout will be prorated based upon the actual duration of your participation in the AI, assuming continued employment through the end of the fiscal year. The Annual Incentive year runs from February 01 to January 31. The Plan guidelines and components are reviewed and altered each year at the Company's sole discretion. The AI is administered in accordance with the Company's policies in relation to Annual Incentive, which the Company reserves the right to amend or discontinue at any time, with or without notice to you.

PROBATIONARY PERIOD

The first 90 days from your date of employment will be a probationary period. The Company may extend your probationary period if so deemed necessary by the Company. If you successfully complete the probationary period, either initial or extended as the case may be, the Company may in its sole discretion confirm your services. The company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities. All associates are deemed confirmed after the 90 day probationary period unless informed by your manager or Human Resources.

LOCATION

Your normal place of work will be our office in India, situated at 4th, 5th & 6th Floors, Wing A, Block Teak (G3), Manyata Embassy Business Parks Special Economic Zone, Outer Ring Road, Bangalore - 560045 but HBC reserves the right to assign you to another office in India or another country/territory in which HBC's affiliates operate for the performance of your job.

HOURS

Your work timing will be a 9 hour shift for 5 days a week, subject to the department you are assigned to & basis business requirements. You may also be required to work outside the aforesaid working hours and days if necessary.

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS

You will be entitled to annual leave, sick leave and holidays in accordance with Company policy and applicable laws. Please refer to the Company's Associate Handbook for more information about leaves and holidays.

CHANGES TO EMPLOYMENT

HBC may modify or cancel your benefits, change policy or plan documents, your manner or structure of remuneration, your job title and/or reporting structure, working conditions (including hours of work, shifts or work location within a reasonable geographic proximity) and duties and responsibilities from time to time by providing you at least twenty-one (21) days' notice. You agree that any such changes shall not constitute constructive dismissal or trigger any entitlement to notice of termination or pay in lieu of notice whatsoever (whether pursuant to this Offer of Employment Letter, applicable legislation or otherwise).

PERSONAL INFORMATION

You consent to HBC or its agents collecting, using, disclosing and retaining your personal information, including health information, for the purposes of managing and administering the employment relationship. This includes information related to the creation, administration and termination of employment, and may include the transmission of personal information in or outside India and/or the exchange of personal information with third parties for certain purposes, such as for benefit and payroll related matters.

CODE OF BUSINESS CONDUCT

At all times, you agree to conduct yourself in a professional manner and in a manner that does not conflict with HBC's interests. All Company Associates are subject to the terms of and required to sign the Code of Business Conduct upon hiring and on an annual basis. Some of the requirements in the Code of Business Conduct continue even after you leave the Company.

NON-SOLICITATION

During your employment or for a period of twelve (12) months following resignation or termination of employment for any reason, you shall not directly or indirectly solicit, hire, offer employment to or in any manner encourage employees of HBC to leave their employment, and you shall not solicit in any manner customers to whom you have provided services to while employed by HBC to shop or consume similar services or products at another business, nor discourage a customer from purchasing goods and services at HBC.

TERMINATION OF EMPLOYMENT

Termination for Cause: Your employment may be terminated at any time for cause without providing you with notice of termination, payment in lieu of notice, or severance pay of any kind whatsoever. While the term “just cause” shall have its regular meaning at law, willful insubordination, disobedience, theft, fraud, dishonesty and habitual negligence and breach of the Company’s Code of Business Conduct are all examples of situations in which the Company may terminate your employment for cause.

Termination for Any Reason: Furthermore, the Company may terminate your employment at any time and for any reason by providing you with one (1) months’ notice or pay in lieu of notice for each completed year of continuous service, up to a maximum of three (3) months’ notice or pay in lieu of notice.

At the Company’s sole discretion, notice of termination, salary in lieu thereof, or a combination thereof may be provided to you in these circumstances. Where “salary in lieu of notice” is provided to you, such “salary in lieu of notice” will be calculated based solely on your Fixed Gross Salary as of the date of termination and will not include any other forms of remuneration (including but not limited to any bonus payments).

You agree that these payments fully satisfy HBC's notice obligations upon the termination of your employment, and that no additional or further notice of termination and/or salary in lieu thereof shall be owed to you (whether pursuant to this Offer of Employment Letter, applicable legislation or otherwise).

SEVERABILITY

All paragraphs in this Offer of Employment Letter are separate and distinct provisions, severable one from the other. If any provision is determined to be invalid or unenforceable, such invalidity or unenforceability shall attach only to the provision to the extent of such invalidity or unenforceability, and all other provisions shall continue in full force and effect.

BUSINESS TOOLS

At the Company's sole discretion, you will be provided with the appropriate business tools, or a subsidy for appropriate business tools, for your position which will be available to you while actively employed.

ENTIRE AGREEMENT

You agree that this agreement, along with applicable plan documents and Company policies and procedures, govern your relationship of employment with the Company and that, taken together, these documents supersede and render void any prior verbal or written representations concerning the terms or conditions of your employment with the Company.

OFFER CONDITIONAL

This offer is made on the express understanding that you are not under any obligation to any other person or entity that would interfere or conflict with you assuming the responsibilities and providing the services set out in this employment agreement. This offer of employment is conditional upon a background check satisfactory to Hudson's Bay Company (HBC). During your employment the Company may request and you shall consent to a criminal background check. If the background check is unsatisfactory to HBC this offer will be revoked without notice or pay-in-lieu (whether pursuant to applicable common law, contract, or otherwise).

If you have commenced employment while we await the results of a criminal record check and the record comes back unclear or the Company determines, in its sole discretion, that the information obtained would affect your ability to perform in the position, your employment will be terminated immediately for just cause.

Resignation: You may resign from your employment with HBC at any time upon providing 60 days' advance notice in writing of your last intended day of work. HBC reserves the right to waive this notice of resignation period, either in whole or in part; to the extent that HBC waives such notice of resignation, you will be paid only any outstanding wages and any accrued entitlements that may be owing to you as of your last day of active service and no further payments will be made to you. Resignation/Termination from HBC during the probationary period will warrant a 30 day notice or pay in lieu of notice.

ACCEPTANCE OF THIS OFFER

By signing, dating and returning this offer you agree that you have been given the opportunity to fully review it and obtain independent legal advice. You agree that this letter and applicable plan documents and Company policies together set forth the terms and conditions, which govern your employment with the Company. Further, you agree that you have not relied on any representations except as specifically set forth in this letter. You further understand that this document constitutes a contract that can only be altered in accordance with the contract, plan terms or with the mutual written agreement of both parties.

Deepanshu, we are very pleased that you will be joining the team in this capacity and equally confident that you will find your new responsibilities both challenging and rewarding. To accept this opportunity, please sign, date and return the attached duplicate copy of this Offer of Employment Letter to Romika K H at romika.kh@hbc.com. This will signify that you have read this letter and agree that it accurately reflects our previous verbal discussions.

This offer will expire on **July 11, 2022.**

I hereby confirm that I understand and voluntarily accept the terms and conditions as set out in this Offer of Employment Letter.

Pranav Sharan _____ 30/6/2022 _____

Signature- Pranav Sharan Date

Best Regards,



Madhu Natesan
Vice President, Saks Fifth Avenue, HBC India

Annexure A	
Name	Pranav Sharan
Designation	Analyst, Reporting and Analytics
Department/Function	Marketing

Fixed Gross Salary	Fixed Gross Salary (INR)	
	Monthly (INR)	Annual (INR)
Basic Salary	25000	300000
House Rent Allowance (HRA)	10000	120000
Special Allowance*	24500	294000
Employer's Provident Fund (PF) contribution @ 12% of Basic Salary	3000	36000
TOTAL FIXED GROSS SALARY	62500	750000
Annual Incentive ('AI") @ 5%		37500
Total Cost to Company		787500

**Details of the flexible benefit plan can be found on Annexure B*

Gratuity shall be applicable and payable in accordance with the provisions of the applicable law.

Professional Tax (PT), Tax Deducted at Source (TDS) and other applicable taxes shall be deducted per the provisions of the applicable law.

Employee's contribution to Provident Fund (PF) to be deducted @ 12% of Basic Salary together with the applicable Employer contribution shall be deposited with the PF authorities each month.

Annual Incentive (AI): Annual incentive bonuses are completely discretionary and are calculated based on company guidelines and various business metrics and outcomes . The company holds the discretion on the terms and condition of the payment and any decision related thereof . The employee must be actively employed and/or not on notice period on the AI payout date to be eligible to receive an AI payout.

Annexure B – Compensation details	
Components	***Remarks***
Basic Salary	*40% of Fixed Compensation (Cost to Company (CTC))/Minimum Wage as per the Karnataka Min Wage for the year (whichever is higher)*
House Rent Allowance (HRA)	*40% of Basic Salary in a non-metro* *50% of Basic Salary in a metro*
Special Allowance	*Balancing/remainder amount*
Flexible components under special allowance	*As per the company FBP policy*: Current components include* *Children education allowance* *Hostel expenditure allowance* *Vehicle expense reimbursement* *Mobile reimbursement* *Leave travel allowance reimbursement* *FBP components are subject to change from year to year
Employer's Provident Fund	*12% of Basic Salary*

Annexure C - Benefits

Benefit	*Description*
Paid time off	
National & public/festival holidays per year	*12 days*
Earned/Privilege leave per year	*18 days*
Sick leave per year	*12 days*
Maternity leave (paid):	
Maternity leave	*6 months*
Miscarriage	*6 weeks*
For any illness arising out of pregnancy (pre or post-delivery)	*1 month*
Paternity leave	*10 working days*
Adoption leave	*6 months*
Compassionate/Bereavement leave	*5 working days*
Leave encashment	*Unused PL will be encashed at the time of separation with the full &final settlement. Encashment will be calculated on the employee's Fixed Gross Salary*
Leave carry forward	*A maximum of 30 days unutilized PL/EL can be carried forward to the next calendar year. Any remaining balance will lapse*
Study leave (paid)	*10 working days on Manager approval if the course is related/applicable to the role/work*
Retirement	
Provident fund	*12% of Basic Salary will be contributed by the employee and the employer towards Provident Fund*
Gratuity	*Per statutory requirement. Payable at retirement or separation if they have rendered 5 continuous years of service*
Health & wellness	
Medical insurance	*Self and a family of 5 dependents (spouse and up to 2 children), parents or parents-in-law will be covered up to INR 5, 00,000. Expense for parents is capped at INR 2,00,000*
Accident insurance	*Covers the employee:* *Death by accident: 3 times annual fixed salary with a minimum cap of INR 10,00,000* *b) Permanent Total Disability: 3 times annual fixed salary with a minimum cap of INR 10,00,000* *c) Temporary Total Disability : INR 10,000 per week; max of 104 weeks*
Life insurance	*Up to 3 times fixed salary, subject to a minimum of INR 10,00,000 and a maximum of INR 3,00,00,000*
Employee assistance program	*Counselling services to help employees manage personal or work-related issues*



Honeywell Technology Solutions Lab Pvt. Ltd
Survey no. 19/2, Devarabisanahalli village, Vathur Hobli, Bengaluru East Taluk,Bengaluru-560 103, IN

LETTER OF APPOINTMENT

Nikitha Reddy

Dear Nikitha,

Honeywell's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.

This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Honeywell wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviors: Have a Passion for Winning, Be a Zealot for Growth, Think Big...Then Make it happen, Act with Urgency, Be Courageous, Go Beyond, Inspire Greatness, Become your Best.

Further to your recent interview interaction with Honeywell, we are delighted to extend this offer of employment to you. This offer is conditional on (i) satisfactory reference check of all qualifications and the accuracy of the employment history provided by you before you start your work. Your current and prior employers might be contacted for the same however; while completing your background application, you can request not to have your current employer contacted (ii) successful completion and passing the pre-employment drug tests conducted by Honeywell or any company designated by Honeywell to conduct the same; (iii) the acceptance of the terms and conditions of your assignment as set forth below including the attachments that are incorporated by reference "offer" and (iv) your obtaining the necessary work or employment passes or permits from the relevant authorities in India to work in India, if applicable. The term "Company" below shall refer to the hiring entity and the term "Honeywell" to its parent entity and/or Honeywell International Inc, its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

General Conditions

- **Position**:
  - Software Engr I
  - CORP/HTS
  - Bangalore, IND - Karnataka
- **Manager**: You will report to Manager who will be assigned by Honeywell as your supervisor from time to time
- **Date of Employment Commencement:** March 20, 2023
- **Band**: 03

Total Fixed Cash Salary
Your total fixed cash compensation is 850000. Please see attached Salary Break up Sheet.

Merit Eligibility
Employees hired, rehired, or promoted on/after November 1st are generally not eligible for a salary increase in March of the following year.

Compensation Administration & Delivery
Your compensation will be reviewed in accordance with the review cycle determined by the company and shall be based on your job performance, business performance, Honeywell performance as well as market pay trend.

Benefits

- **Leave Policy**: You will be eligible for leaves as specified in Company leave policies.
- **Group Health Insurance**: You will be entitled to Company provided medical insurance based on the Company's current medical insurance scheme.
- **Personal Accident /Term Insurance**: You will be entitled to Company provided personal accident insurance and other insurance based on the Company's current insurance scheme.

Provident Fund or Similar Mandatory Schemes

- You and the company shall make contributions in accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, if applicable.
- Aadhaar details are mandatory for your Provident Fund enrolment:
  - As per the mandate from Employee Provident Fund Office (EPFO) all new joiners have to furnish their Aadhaar number at the time of joining to remit the Provident Fund Contributions.
  - In case of non-availability of Aadhaar card, Aadhaar enrolment number to be furnished at the time of joining.
  - Failing to provide Aadhaar number or Aadhaar enrolment number will result in non-remittance of PF contribution.
- If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972.

Maternity Benefits
You shall be entitled to the benefits available under the Maternity Amendment Act 2017, if applicable.

Other Matters

Probation Period: 6 months. Successful completion of probation period is dependent on satisfactory performance as assessed by your Supervisor.

- This employment may be terminated at any time:
  - By giving 30 days advance notice, in writing, during the probation period or payment in lieu thereof to the other party or
  - By giving 60 days advance notice, in writing, after the successful completion of the probation period or payment in lieu thereof to the other party; the above mentioned notice period shall be curtailed only with prior approval from the management.
  - If in the reasonable opinion of Company your performance is below expectation or if you are guilty of serious misconduct, Company may terminate your employment summarily without notice. Serious misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company.
- The Company reserves its right to insist on you to complete the project on hand and/or to complete the transition process before being relieved from the service. In the event, you leave the service of the Company without serving the Notice Period and completing your transition process, the company is entitled to take appropriate action against you.
- In the event the Company relieves you before the expiry of the Notice Period, you will be entitled to receive the salary for the unexpired period of Notice.

Work Location: You will be employed at Honeywell Technology Solutions Lab Pvt. Ltd located at IND-Bangalore-Devarabisanahalli Village, KR Varturhobli, or such other department or place of business of the Company or its subsidiaries and associates in or outside India, as the Company may determine from time to time.

Work Hours: Your working hours will be governed by applicable laws of India and may be revised from time to time.

Duties: During your employment with Company, you will be required to devote your entire time and attention to your duties and not engage in any other trade, business, or occupation.

Dress Code: You are expected to dress in business attire, smart casual and/or uniform, based on the existing policy of the company which may be revised from time to time.

Income Tax Payment: You will be solely responsible for your income tax. Where required by the local laws and tax authorities, the Company will deduct income taxes you owe from your monthly income and remit such monies to the tax

authorities on your behalf.

Non Solicitation: You are subject to the terms as set forth in the attached Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information and all Supplements thereto.

Intellectual Property Agreement
As a condition of the employment offer/transfer/promotion, it is required that you agree to and sign a current copy of Honeywell's "Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information" (the "IP Agreement") before your start date. This IP Agreement will be part of your Onboarding tasks. In the event that you do not agree to and sign this agreement, the offer/transfer/promotion will not become effective.

Amendments: The Company reserves the right, subject to applicable laws, to amend the terms of this offer from time to time as legal requirements may dictate.

Non Violation: You represent that by accepting the terms of this agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

Code of Business Conduct: Any time during the term of your employment, you are required to comply with all applicable laws, regulations and the Honeywell Code of Business Conduct, as may be amended from time to time. Please read the Honeywell Code of Business Conduct thoroughly as soon as your employment commences and attend all mandatory training as advised from time to time.

Access to Communication System: You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

Governing Law: This letter shall be governed by and construed under the laws of India without regard to its principles of conflicts of laws. Notwithstanding the foregoing, the Company reserves the right to invoke the jurisdiction of any competent courts in India (in particular its labor courts) or in any other country or jurisdiction (whether concurrently or not) to remedy or to prevent violation of or enforce any provisions in this Agreement. To the greatest extent permitted by applicable law, you waive any objection which you might now have to such courts being used as a forum to hear and determine any claim or suit.

Retirement Age: You will retire from the services of the company on your completion of the age of sixty years (fifty-eight years if you are joining ED&S) subject to "Contract Terms and Notice Period" clause mentioned in this letter.

Other Payments: You agree and authorize Honeywell to recover any amount paid to you other than salary (Notice Period buy-out, Joining Bonus or relocation) and you agree to authorize the same at the time of your exit.

All the terms and conditions of your employment with Honeywell Technology Solutions Lab Pvt. Ltd will be governed by the rules and regulations, policies, procedures and guidelines of Honeywell Technology Solutions Lab Pvt. Ltd, which are subject to change from time to time, at the sole discretion of the company, without giving any notice or assigning any reason thereof.

Please indicate that you have understood and agree with our conditions by signing a copy of the attachment to this letter, and returning it as soon as possible, and in any case no later than February 28, 2023.

Honeywell

Hewlett Packard Enterprise

Hewlett Packard Enterprise GlobalSoft Private Limited
No. 24, Salarpuria Arena
Hosur Main Road, Adugodi
Bengaluru – 560 030
Karnataka
India
www.hpe.com

26/05/2022

Dear Lara J S/o/D/o <<Enter Father's Name manually>>,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party, and the results of such background checks being favorable in HPE's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

Hewlett Packard Enterprise GlobalSoft Private Limited, No. 24, Salarpuria Arena, Hosur Main Road, Adugodi, Bengaluru – 560 030, Karnataka, India

26/05/2022

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

Lara J

D/O John M, #87, Arehalli, Lingapura, Belur Taluk, Hassan District, Karnataka

Hassan India 573101

Dear Lara J,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 12/09/2022.

Your appointment at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. is on the following terms and conditions:

1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

1.4. Gratuity:

-

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: GRSB

Job Family: Customer Solution Center-Techn

Job Code & Job Title (Internal): 00S30F - Technical Solutions Cons I

Job Level: Entry

Salary Grade: M14

2.2. Work Place

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

You are initially appointed to work in our office in Pune . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.

8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.

9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.

10) Minimum wages provisions would apply as applicable.

Enclosed:

a) Annexure (I) - Annualized Compensation & Benefit Statement

b) Annexure (II) - Allowances and Benefit Plan

c) ARCIPD

Annualized Compensation & Benefits Statement – Annexure I

All figures are INR per annum

(A) Basic Salary Rs 200,000.00

(B) Allowances and Benefits Plan Rs 300,000.00

IND - Provident Fund Rs 0.00

IND - Gratuity @ 4.81% of Basic Rs 0.00

IND - Differential Gratuity Plan Rs 0.00

Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.

Total Cost to Company 500,000.00

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

26/05/2022

Lara J

CONFIDENTIAL

Dear Lara J,

Further to our letter of appointment dated 26/05/2022**,** we are pleased to offer you a signing bonus of INR₹50,000.00

The payment of the signing bonus shall be paid to you in full within two pay cycles from your employment start date.

Terms and conditions applicable in respect of Signing Bonus are as follows:

The signing bonus is payable to you on afore mentioned instalments after you start your employment with Hewlett Packard Enterprise GlobalSoft Pvt. Ltd..

The signing bonus is taxable, and all regular payroll taxes will be withheld.

In the event there is a separation or termination of your employment with the Company prior to the completion of **one year** from the date of your joining the Company for any reason whatsoever, you agree that you shall return the entire Bonus (actual bonus paid + applicable taxes) paid to you by the Company as on the date of your separation (last working day) from the Company.

In the event there is a separation or termination of your employment with the Company prior to the completion of from the date of your joining the Company for any reason whatsoever, you agree that you shall return the entire Bonus (actual bonus paid + applicable taxes) paid to you by the Company as on the date of your separation (last working day) from the Company.

The Company shall also be entitled to take this Bonus into account for reconciling any amounts due to

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

you from the Company upon separation/ termination as aforesaid. Any such deduction from amounts owed to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amounts of uncovered Bonus, if any. You shall not be bound to return the Bonus to the Company after the expiry of one year from the date of your joining the Company.

We hope that your association with the Company will be satisfying and mutually beneficial. Please sign and return the original of this letter as a token of your acceptance and understanding of the above terms.

It is hereby accepted and understood that this letter records the complete terms regarding the subject matter hereof.

Annexure II

Allowances and Benefits Plan (ABP)

1.a. House Rent Allowance:

20% of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

(OR)

1.b. Actual Rent paid towards Company Leased premises

Supporting Documents: Lease Agreement

2. Leave Travel Concession (LTC will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2022 to 2025)

INR 24000 (per annum)

Supporting Documents- Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Broadband and Telephone Reimbursement - INR 24,000 per annum

Supporting Documents: As per program guidelines

4. Advance Bonus Exgratia **-** For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia

Flexible Allowances and Benefits Plan:

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

5. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) : Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration*

6. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration*

7. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday): Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

8. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

9. Additional House Rent Allowance - Additional HRA can be allocated up to 30% of Annual Basic

10. Please refer to the detailed policy documents available in the India benefits portal.

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

<u>Guidelines governing Allowances and Benefits Plan (ABP)</u>

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:

a) 25% of the annual kitty in Q1

b) 25% of the annual kitty in Q2 & balance of Q1, if any

c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any

d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

For the purposes of the plan, the quarters will be as follows:

a) Q1 - April, May, June
b) Q2 - July, August, September
c) Q3 - October, November, December
d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:
   Original required for verification - Yes
   No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:
   Original required for verification - Yes

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Burma (Myanmar)
Cambodia
Cuba
Georgia
Hong Kong
Iran
Iraq
Kazakhstan
Kyrgyzstan
Laos
Libya
Macao (Macau)

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

Moldova
Mongolia
North Korea (DPRK)
People's Republic of China (PRC)
Russia
Sudan (Khartoum)
Syria
Tajikistan
Turkmenistan
Ukraine
Ukraine (Crimea Region)
Uzbekistan
Venezuela
Vietnam
Yemen

Agreement Regarding Confidential Information and Proprietary Developments

India

Lara J

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;

(b) to hold such information in confidence and trust; and

(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;

(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;

(c) to assign any right of recovery for past damages to Company; and

(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, **"Competing Line of Business"** includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). **"Company Employee"** means an individual employed by or retained as a consultant to Company or its related corporations. **"Company Supplier"** means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee**. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

October 13, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Keerthana R,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

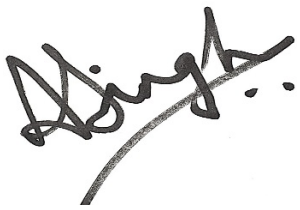
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

October 13, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Muskaan Goel,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

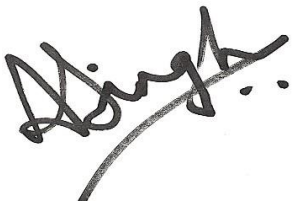
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

November 26, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear S. Aishwarya,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

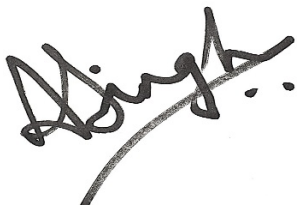
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

October 13, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Varshashree D,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

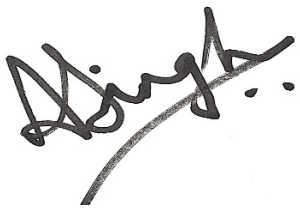
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

HRD/3T/1002698388/22-23 June 23, 2022

Mr. Akshit Kumar
T-7, Sowparnika Apartment, Aishwarya Crystal Layout
Basapura Main Road
Bangalore-560100
India

Ph: +91-9472056050

Dear Akshit,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002698388/22-23 June 23, 2022

Mr. Akshit Kumar
T-7, Sowparnika Apartment, Aishwarya Crystal Layout
Basapura Main Road
Bangalore-560100
India

Ph: +91-9472056050

Dear Akshit,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Akshit Kumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** **(To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Akshit Kumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1003585687/22-23 June 23, 2022

Ms. Arpitha Venkatesh Prasad
No-449, 9Th Main,
Aecs Layout, A Block, Kudlu
Bangalore urban-560068
India

Ph: +91-7899801129

Dear Arpitha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 16:47:46 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1003585687/22-23 June 23, 2022

Ms. Arpitha Venkatesh Prasad
No-449, 9Th Main,
Aecs Layout, A Block, Kudlu
Bangalore urban-560068
India

Ph: +91-7899801129

Dear Arpitha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 16:47:46 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Arpitha Venkatesh Prasad**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Arpitha Venkatesh Prasad**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1002698388/22-23 June 23, 2022

Ms.Greeshma C

Ph: +91-9663762093

Dear Greeshma,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002698388/22-23 June 23, 2022

Ms. Greeshma C

Ph: +91-9663762093

Dear Greeshma ,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - 9

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms.Greeshma C**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS				
Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE -

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms Greeshma C**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

INFOSYS
Navigate your next

HRD/3T/1002528165/22-23

June 25, 2022

Mr. Raghupavan M
Sri lakshmi Narshimha Swamy nilaya, Kilarepete
Maruthi Extension,
Hoskote-562114
India

Ph: +91-7975764361

Dear Raghupavan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.25 14:40:44 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Rpavan.

Company Confidential - This communication is confidential between you and Infosys Limited

INFOSYS
Navigate your next

HRD/1002528165/22-23

June 25, 2022

Mr. Raghupavan M
Sri lakshmi Narshimha Swamy nilaya, Kilarepete
Maruthi Extension,
Hoskote-562114
India

Ph: +91-7975764361

Dear Raghupavan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **25-Aug-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Raghavan

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

Bhavan

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

- You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

Pawar

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

INFOSYS
Navigate your next

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 23-August, 2022

Raghupavan.M
Sign your name

Raghupavan.M Hoskote.
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.25 14:40:44 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

INFOSYS
Navigate your next

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Raghupavan M**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Raghavan

INFOSYS
Navigate your next

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Raghupavan M**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Rpavan

Infosys
Navigate your next

HRD/3T/1002456392/22-23

June 23, 2022

Mr. Ajitesh Sriram
507 Kristal Beryl
Gottigere
Bangalore-560083
India

Ph: +91-9886033811

Dear Ajitesh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.23 17:03:27 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

S. Ajitesh

Company Confidential - This communication is confidential between you and Infosys Limited

Infosys
Navigate your next

HRD/1002456392/22-23

June 23, 2022

Mr. Ajitesh Sriram
507 Kristal Beryl
Gottigere
Bangalore-560083
India

Ph: +91-9886033811

Dear Ajitesh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

S Ajitesh

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

S Agrawal

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

S Asteri

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

S. Ajitesh

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

S. Asutel

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

S. Ajitesh

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

S. Ajithkumar

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 16 - July , 20 22

S Asitesh
Sign your name

ASITESH SRIRAM BANGALORE
Print your full Name Location

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.07.[illegible] 17:03:27 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Infosys
Navigate your next

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Ajitesh Sriram**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

S. Ajitesh

Infosys
Navigate your next

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Ajitesh Sriram**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

S. Ajitesh

HRD/3T/1002698388/22-23 June 23, 2022

Ms. Shreesha

Ph: +91-7338274141

Dear Shreesha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002698388/22-23 June 23, 2022

Ms. Shreesha K M

Ph: +91-7338274141

Dear Shreesha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - 9

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms.Shreesha K M**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE -

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms Shreesha K M.**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** **(To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1002691065/22-23 June 23, 2022

Ms. Syeda Zuwaina
No.13/4, 7Th Cross, 20Th Main Road,
Opp Mosque, Btm 1St Stage, Madivala, Bangalore, Bommanahalli
Bengaluru.-560068
India

Ph: +91-6360592025

Dear Syeda,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:46:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002691065/22-23 June 23, 2022

Ms. Syeda Zuwaina
No.13/4, 7Th Cross, 20Th Main Road,
Opp Mosque, Btm 1St Stage, Madivala, Bangalore, Bommanahalli
Bengaluru.-560068
India

Ph: +91-6360592025

Dear Syeda,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:46:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Syeda Zuwaina**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** **(To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Syeda Zuwaina**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Regd. Office
Intel Technology India Pvt. Ltd.
#23-56P, Outer Ring Road
Devarabeesanahalli, Varthur Hobli
Bellandur Post, Bangalore 560 103, India
CIN: U85110KA1997PTC021606
Tel: +91-80-2605 3000, Fax: +91-80-2605 6190
www.intel.com

16-May-22

Neha Tiwari
Dayananda Sagar University

Dear Neha,

I am delighted to offer you the role of **Enterprise Application Development Engineer** at **Intel Technology India Pvt. Ltd.** You are an outstanding applicant and we believe that your skills and experience make you an excellent addition to the team.

Below, you will find more information about the role, compensation, and some of the amazing benefits available to you when you join Intel. Please also refer to the enclosed General Terms & Conditions of Employment where you will find further information on your employment, including information on your right to work in the India and pre-employment checks.

1. Your Job:
Role: Enterprise Application Development Engineer
Job grade: Grade 03, Exempt
Location: India, Bangalore, BGA1 - BGA1 - Airport 1 Bangalore
Start Date: 06-July-22

In the event that your actual commencement date is different from the above, the date recorded in Intel's HR System shall be regarded as final.

2. Work Hours:
Your normal hours of work are 40 hours per week, exclusive of an unpaid meal break of up to one hour a day. You will be assigned a particular attendance pattern for your role by your management team on commencement. You may be required to work such additional hours as are necessary for the proper performance of your duties.

3. Base Pay:
Your annual base pay is Rs.820,487 which shall be payable monthly in arrears on or about the payroll cut-off of each month directly into your nominated bank account. Attached is the detailed compensation sheet.
If your employment commencement date is on or before the payroll cut off-of the month, you will receive your first month's pay on the month payday of the month of when your employment commences. If your employment commencement date is on or after the payroll cut-off of the month, you will receive your first month's pay on the payday of the following month of when your employment commences.

4. Bonus:

Neha

Annual Performance Bonus
You will be eligible to participate in the Annual Performance Bonus (APB) with a payout goal of Rs.27,076.05. The actual APB will be calculated pursuant to criteria established by the Intel group as modified by the Company from time to time at its sole discretion.

Quarterly Profit Bonus
You will be eligible to participate in the Quarterly Profit Bonus (QPB) that will be paid in accordance with the QPB policy, as modified by the Company from time to time at its sole discretion.

Stock:
Stock Purchase Plan (SPP):
You are eligible to participate in the Employee Stock Purchase Plan (SPP), subject to Intel's SPP qualification cycle time. Details are available in the Company's stock policies.

Notice of Termination:
Either party may terminate employment by giving two (2) months' notice in writing or two (2) months' salary in lieu of notice.

We hope you are excited by this offer but please do consider these terms carefully. You have 14 days to accept this offer, after which the offer is automatically withdrawn. To accept this offer, please sign and return the copy enclosed to us. Please note that changes can only be made to this offer with our agreement, as such please do not make any changes. Instead contact us to discuss the same.

We look forward to welcoming you to Intel, and to helping you build an amazing career here.
Yours sincerely,

For and on behalf of
Intel Technology India Pvt. Ltd.

Authorized Signatory
Nupur Shrivastava

DISCLAIMER

Wherever this document is made in both English and local language versions, in case of any discrepancies between the two versions, the English version shall prevail.

Acknowledgment

I have read and have understood the foregoing, and hereby accept the offer on the terms stated above.

By signing this letter, I confirm that all personal information provided to Intel is correct. I also understand that failure to disclose accurate information will render me liable for disciplinary action up to and including termination.

Signature: Neha

Full Name (as per IC / Passport): NEHA TIWARI

Local Identification Number (For Local Hire) or Passport Number (For Foreign Hire):

Date: 05/29/2022 mm/dd/yyyy

Neha

intel

UNDERSTANDING YOUR COMPENSATION (SPECIAL ALLOWANCE)

Dear Neha,

A Special Allowance will be paid pro-rata to employees on a monthly basis to compensate for additional resultant tax due to the absence of certain tax saving salary components.
The Special Allowance as indicated below would be the same for all employees in a grade.
The Special Allowance amount is subject to revision on a yearly basis considering prevailing Income Tax legislation and other relevant factors. Intel reserves the right to vary, reduce, or eliminate the allowance at its discretion
As per your Grade, the annual Special Allowance amount (INR) for the current payroll financial year (Apr-Mar) is as follows

Grade 03 Special Allowance for Employees (INR) 22,674

Authorized Signatory
Nupur Shrivastava

Signature

Date

Private and Confidential

WWID: 12081633

intel

Regd. Office:
Intel Technology India Pvt. Ltd.
#23-56P, Outer Ring Road
Devarabeesanahalli, Varthur Hobli
Bellandur Post, Bangalore 560 103, India
CIN: U85110KA1997PTC021606
Tel: +91-80-2605 3000, Fax: +91-80-2605 6190
www.intel.com

05-April-22

Sahana H P
Dayananda Sagar University

Dear Sahana,

I am delighted to offer you the role of **Software Engineer** at **Intel Technology India Pvt. Ltd.**.You are an outstanding applicant and we believe that your skills and experience make you an excellent addition to the team.

Below, you will find more information about the role, compensation, and some of the amazing benefits available to you when you join Intel. Please also refer to the enclosed General Terms & Conditions of Employment where you will find further information on your employment, including information on your right to work in the India and pre-employment checks.

1. Your Job:
Role: Software Engineer
Job grade: Grade 03, Exempt
Location: India, Bangalore, EMB1 - EMB1 - Embassy 1
Start Date: 06-July-22

In the event that your actual commencement date is different from the above, the date recorded in Intel's HR System shall be regarded as final.

2. Work Hours:
Your normal hours of work are 40 hours per week, exclusive of an unpaid meal break of up to one hour a day. You will be assigned a particular attendance pattern for your role by your management team on commencement. You may be required to work such additional hours as are necessary for the proper performance of your duties.

3. Base Pay:
Your annual base pay is Rs.690,907 which shall be payable monthly in arrears on or about the payroll cut-off of each month directly into your nominated bank account. Attached is the detailed compensation sheet.
If your employment commencement date is on or before the payroll cut off-of the month, you will receive your first month's pay on the month payday of the month of when your employment commences. If your employment commencement date is on or after the payroll cut-off of the month, you will receive your first month's pay on the payday of the following month of when your employment commences.

4. Bonus:

Annual Performance Bonus
You will be eligible to participate in the Annual Performance Bonus (APB) with a payout goal of Rs.22,799.93. The actual APB will be calculated pursuant to criteria established by the Intel group as modified by the Company from time to time at its sole discretion.

Quarterly Profit Bonus
You will be eligible to participate in the Quarterly Profit Bonus (QPB) that will be paid in accordance with the QPB policy, as modified by the Company from time to time at its sole discretion.

Stock:
Stock Purchase Plan (SPP):
You are eligible to participate in the Employee Stock Purchase Plan (SPP), subject to Intel's SPP qualification cycle time. Details are available in the Company's stock policies.

Notice of Termination:
Either party may terminate employment by giving two (2) months' notice in writing or two (2) months' salary in lieu of notice.

We hope you are excited by this offer but please do consider these terms carefully. You have 14 days to accept this offer, after which the offer is automatically withdrawn. To accept this offer, please sign and return the copy enclosed to us. Please note that changes can only be made to this offer with our agreement, as such please do not make any changes. Instead contact us to discuss the same.

We look forward to welcoming you to Intel, and to helping you build an amazing career here.
Yours sincerely,

For and on behalf of
Intel Technology India Pvt. Ltd.



Authorized Signatory
Anjali Rao

DISCLAIMER

Wherever this document is made in both English and local language versions, in case of any discrepancies between the two versions, the English version shall prevail.

Acknowledgment

I have read and have understood the foregoing, and hereby accept the offer on the terms stated above.

By signing this letter, I confirm that all personal information provided to Intel is correct. I also understand that failure to disclose accurate information will render me liable for disciplinary action up to and including termination.

Signature: Sahana

Full Name (as per IC / Passport): SAHANA H P

Local Identification Number (For Local Hire) or Passport Number (For Foreign Hire):
8924 5043 3485

Date: 06/07/2022 mm/dd/yyyy

intel.

UNDERSTANDING YOUR COMPENSATION (SPECIAL ALLOWANCE)

Dear Sahana,

A Special Allowance will be paid pro-rata to employees on a monthly basis to compensate for additional resultant tax due to the absence of certain tax saving salary components.
The Special Allowance as indicated below would be the same for all employees in a grade.
The Special Allowance amount is subject to revision on a yearly basis considering prevailing Income Tax legislation and other relevant factors. Intel reserves the right to vary, reduce, or eliminate the allowance at its discretion.
As per your Grade, the annual Special Allowance amount (INR) for the current payroll financial year (Apr-Mar) is as follows:

Grade 03 Special Allowance for Employees (INR) 22,674

Authorized Signatory
Anjali Rao

Signature: Sahana.

Date: 06-JUL-2022

8/09/2022

Arvin Pradhan
908, 9th cross, HSR layout,
Sector 1, Bangalore,
Karnataka 560102

Dear Arvin,

Welcome to IQVIA™
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Software Developer - 130}. You will be based in Bangalore, India (INBGL1, 42.5, Omega) Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS COMPENSATION : INR ₹850,000.00

PROVIDENT FUND : **INR** 40800

FIXED COST TO COMPANY : **INR** 890,800

ANNUAL INCENTIVE PAY TARGET* : **INR** 68000

TOTAL COST TO COMPANY : INR 958,800

ANNUAL INCENTIVE PAY TARGET*
You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in

which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

You will be eligible for a sign-on bonus of INR ₹50,000.00. This amount will be reduced by applicable taxes and will be paid with your first-month salary. Should you resign from IQVIA during the first 18 months of your employment, you will be required to reimburse the company the full amount.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.

- Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rashmi Avinash
Director, Talent Acquisition Team

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 12-Sep-2022

signHere1



Registered Office
IMS HEALTH ANALYTICS SERVICES Pvt Ltd
Omega, Embassy TechSquare, Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road. Bangalore-560103
Gurgaon: 4th Floor, Tower C, DLF Building No. 10, DLF Cyber City, Phase II, Gurgaon, Haryana-122002
Chennai: 5th Floor, South Wing, SKCL Central Square-1, C28 to C35, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai-600032
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 12-Sep-2022 is made and entered by {IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)} (hereinafter "IQVIA" and Arvin Pradhan, AGED ({23} (DOB: {22-Mar-1999}), [S-D]/o {Bobin Pradhan} having Aadhar No. {3975 9900 5155} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Software Developer and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a Software Developer and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

2.3 This Executive's base of operation shall be Bangalore, India (INBGL1, 42.5, Omega) subject to business travel as



may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. COMPENSATION

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹850,000.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. TERM OF EMPLOYMENT

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and



(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

(i) your performance of your job in an unsatisfactory manner, as determined by the Company;

(ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;

(iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;

(iv) your misconduct, violation of any law classified as a felony or dishonesty; or

(v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the



Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. **COMPENSATION AND BENEFITS UPON TERMINATION**

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES

6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:



(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

“Covered IQVIA Offering” means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information”

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the



issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. **EMPLOYEE REPRESENTATIONS**

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:

(i) Gain unauthorized access to the computer system or computer network; or
(ii) Download, copy or extract any information or data from such system; or
(iii) Introduce any harmful code; or
(iv) Cause any damage to the system or network; or
(v) Cause the non-functioning or malfunctioning of any system or network; or
(vi) Cause denial of access to any authorized person to the system or network; or
(vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
(viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
(ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
(x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment. Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

(i) IQVIA data and databases.
(ii) Statistical methodologies, computer software and documentation.
(iii) Information about employees (including compensation, benefits and performance reviews).
(iv) Lists of customers and prospective customers.
(v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
(vi) Methods of doing business and business processes.



(vii) Financial information relating to the performance of the Company.
(viii) Internal policies accessible only to employees during employment.
(ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and

obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:
If to the Executive, to: Executive's Residential Address
Arvin Pradhan
908, 9th cross, HSR layout,
Sector 1, Bangalore,
Karnataka 560102

If to the Company, to:
IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this

Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

signHere1

For and on behalf of
IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Rashmi Avinash
Director, Talent Acquisition Team

TeamLease
Skills University

Date: 28 Feb 2022

Name: Ms Anusha M
Trainee ID: TR10405677
Door no 281 G block
Shivaparnika Nilaya Shakti Dhama township Virupinakoppa Kotegangur - Shivamogga
Karnataka 577204

Dear Ms Anusha M

Course Registration Letter

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 6 Months with start date 28 Feb 2022 and end date 27 Aug 2022 and the same shall not be entitled for any further extension.

2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013.

3. During the course of this training programme you would be going through online session on the followings:

    a. Communication Skills
    b. Personality Development and
    c. Computer Skills

4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.

5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.

6. You shall maintain a record of the details of your On Job Training during your On Job Training period.

7. You hereby agree to be liable for the following terms and conditions:

    i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.
    ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
    iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
    iv. Comply with the safety, health and other rules and regulations of TeamLease University that you have been made aware of.

8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/686234B05D9

TeamLease Skills University

9. For any regular absenteeism or if you are reported to be absconding from your On Job Training then this Course Registration letter for On Job Training shall be terminated according to the Provisions of the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013 or any other Rules / Schemes framed thereof.

10. You're On Job training can be terminated without payment of any Stipend in the event: -

    - If you are found indulging in gainful employment with any third party and If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
    - You agree to defend, indemnify and hold TeamLease harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this Course Registration Letter or for misconduct or for violation of any law or creation of any legal liability by you.

11. You shall be entitled to a consolidated stipend an amount of Rs 14213/-. You hereby authorize TeamLease Skills University to make all payments required to be made to you by TeamLease Skills University either by way of Cheque or by directly crediting the amounts to your bank account.

12. Your consolidated Stipend would be inclusive of the Employee Compensation Policies as specified herein.

Particulars	Amounts
Stipend	14200
Trainee Compensation	13
TotalAmount	14213.00
Amount In Words(Rs)	Fourteen Thousand Two Hundred Thirteen rupees

13. TeamLease Skills University will make available to you 200 hours of Online Course Content with regards to skills and upon confirmation by the establishment that you have commenced your training you will be provided access to the same through the Trainee Portal.

14. The eligibility criterions for the successful course completion are as follows:

    a. Successful clearance of the Online Assessment in relation to the 200 hours of Course provided as specified under clause number 13 herein
    b. Successful submission of the dissertation and satisfactory completion of viva voce by us

15. On successful completion of the above provisions (a) and (b) you shall be entitled for On Job Training cum Employability Training Proficiency Certificate. In the event of non-clearance of Online Assessment (Point (a) above) but successful completion of the On Job Training you will only be issued the On Job Training Completion Certificate

16. You shall be imparted On Job Training according to normal hours of work of the department in the establishment to which you will be attached for training.

17. The Stipend for a particular month shall be paid on or before the 10th of the following month.

18. **This Course Registration Letter shall stand automatically withdrawn from the date of your enrollment under the NEEM scheme:**

    - **If you fail to submit the below-listed documents, within 15 working days from the date of you receiving this course registration letter:-**
        1. **Copy of your Aadhaar Card**
        2. **Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit**
        3. **Copy of highest educational qualification certificate**
    - **If documents furnished by you are found to be false at any point in time.**

19. **Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual**

This is a system generated document.Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

TEAMLEASE SKILLS UNIVERSITY
Office: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001
Campus: ITC Building, ITI Tarsali Campus, Tarsali, Vadodara 390009
Gujarat | Ph: 265-6189100 | email: info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

TeamLease™
Skills University

Harassmente of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : https:tlconnect.teamlease.com/Learning

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

This is a system generated document.Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/686234B05D9

TEAMLEASE SKILLS UNIVERSITY
Office: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001
Campus: ITC Building, ITI Tarsali Campus, Tarsali, Vadodara 390009
Gujarat I Ph: 265-6189100 I email: info@teamleaseuniversity.ac.in I www.teamleaseuniversity.ac.in

TeamLease™
Skills University

Any disagreement or dispute between TeamLease Skills University and You arising out of the Terms and Conditions of this Course Registration Letter or any other Terms intimated to you from Time to Time with reference to this Course Registration Letter or Incidental or ancillary thereto, shall be referred to and governed by the provisions of the terms laid of the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations 2013.

ENDORSEMENT

I hereby confirm acceptance of the above Course Registration letter, on the terms and conditions stipulated therein and hereby declare that (1) I am currently not employed (Part Time / Full Time / Fixed Term Contract) for gains with any third party and that I hold a Graduate / Diploma Certificate from a recognised university or am pursuing a Graduate / Diploma Course from a recognised University (2) On the date of Commencement of the On Job Training I shall be/ am above the age of 16 years and during the subsistence of the On Job Training Period, I shall not exceed the age of 40 years (3) I am mentally and physically fit to undergo the On Job Training as specified in this Course Registration Letter.

I hereby confirm that with the acceptance of my first Stipend it will be a conclusive proof of my acceptance of the terms and conditions laid out in this Course Registration Letter. I understand and agree that this Course Registration Letter does not confer employment by TeamLease Skills University or any guarantee of employment.

For TeamLease Skills University

(Authorized Signatory)

Accepted and Agreed

Anusha M
28/02/2022

Signature and date:
Name: ANUSHA M

Note : The acknowledged copy to be dispatched to below mentioned address :
To ROPS Team,TeamLease Services Ltd, 8th **Floor,** BMTC Commercial Complex, 80ft road, Koramangala, Bangalore-5600 95.

This is a system generated document.Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/686234B05D9

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

27/06/2022

Krishan Kumar Yadav
House No 4, 1st Main,
Thimmareddy Lane,
Murugeshpalya
Bengaluru - 560017
India

Dear Krishan Kumar,

Welcome to IQVIA™
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {India-Associate Software Developer - 130}. You will be based in Bangalore, India (INBGL1, 42.5, Omega). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - ₹700,000.00

PROVIDENT FUND - 33600

FIXED COST TO COMPANY (1+2) - 733,600

ANNUAL INCENTIVE PAY TARGET* - 56000

TOTAL COST TO COMPANY (3+4) - 789,600

ANNUAL INCENTIVE PAY TARGET*

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

This offer is contingent upon your successful completion of your current degree. You are required to produce the original pass certificate/ mark sheet by the end of your probation period certifying that you have successfully completed the degree, failing which the company may, in its sole discretion, elect to terminate or suspend your employment immediately.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

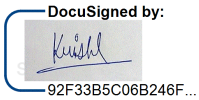
Rashmi Avinash
Director, Talent Acquisition Team

For IQVIA RDS (India) Private Limited

Joining Date: 30-Jun-2022

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C





DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 30-Jun-2022 is made and entered by {IQVIA RDS (India) Private Limited} (hereinafter “IQVIA” and Krishan Kumar Yadav, AGED ({22} (DOB: {21-Sep-2000}), [S-D]/o {Satyapal} having Aadhar No. {6912 5285 8340} (hereinafter the "Executive").

IQVIA desires to employ this Executive as India-Associate Software Developer and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a India-Associate Software Developer and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



2.3 This Executive's base of operation shall be Bangalore, India (INBGL1, 42.5, Omega) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. **COMPENSATION**

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹700,000.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. **TERM OF EMPLOYMENT**

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive’s employment with IQVIA (the “Probation Period”), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

(i) your performance of your job in an unsatisfactory manner, as determined by the Company;

(ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;

(iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;

(iv) your misconduct, violation of any law classified as a felony or dishonesty; or

(v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. **COMPENSATION AND BENEFITS UPON TERMINATION**

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. **IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES**

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

“Covered IQVIA Offering” means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information”

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. **EMPLOYEE REPRESENTATIONS**

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:
(i) Gain unauthorized access to the computer system or computer network; or
(ii) Download, copy or extract any information or data from such system; or
(iii) Introduce any harmful code; or
(iv) Cause any damage to the system or network; or
(v) Cause the non-functioning or malfunctioning of any system or network; or
(vi) Cause denial of access to any authorized person to the system or network; or
(vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
(viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
(ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
(x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment. Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

(i) IQVIA data and databases.
(ii) Statistical methodologies, computer software and documentation.
(iii) Information about employees (including compensation, benefits and performance reviews).
(iv) Lists of customers and prospective customers.
(v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
(vi) Methods of doing business and business processes.
(vii) Financial information relating to the performance of the Company.
(viii) Internal policies accessible only to employees during employment.
(ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:
If to the Executive, to: Executive's Residential Address
Krishan Kumar Yadav
House No 4, 1st Main,
Thimmareddy Lane,
Murugeshpalya
Bengaluru - 560017
India

If to the Company, to:

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C



IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

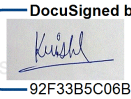
12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

DocuSign Envelope ID: D88C6D3D-9C21-4CD3-8309-F3926B92E41C

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

DocuSigned by:

92F33B5C06B246F...

For and on behalf of
IQVIA RDS (India) Private Limited

Rashmi Avinash
Director, Talent Acquisition Team

OFFER LETTER

Ref: APPT/IST/HR/November/2022/023

Mr. Vaishakh Anil **18th November 2022**

Bangalore

Dear Vaishakh,

1. With reference to your application for employment and the subsequent discussions you had with us, we are pleased to offer you the position of a **"Associate Business Analyst"** in our company **"iSteer Technologies Private Limited"** under the following terms and conditions:

2. You are requested to join and commence work from **21st November 2022** and will be part of the **AppSteer Department.** You will be based at **Bangalore** and subject to change depending on future assignments.

3. You will be reporting to **Mr. Arvind Krishnaswami, Head of Business-AppSteer** with regard to your daily activities report. He will also review your roles and assignments in iSteer.

4. The company conducts background checks of its candidates / employees by an authorized agency as a normal procedure. By accepting this offer, you have no objections in the Company conducting such background checks. Further this offer is valid subject to successful completion of background and reference check, if any.

5. This appointment is subject to your being found and certified physically and mentally fit by a qualified registered medical practitioner nominated by / acceptable to the company.

6. You are required to maintain yourself in a state of medical/physical/mental fitness and ensure annual medical checkup. Any neglect on your part in this may render you medically unfit during service which in turn would render you liable for termination with immediate effect, notwithstanding any other terms and conditions mentioned in your appointment letter.

7. You will observe the work schedule and standard of discipline expected of our employees and shall act in a manner befitting the company, country and the location you are deputed to.

8. You will be paid remuneration as per the details shown in the enclosed Annexure - I titled "Salary Structure". At the time of joining you will be required to complete the formalities as indicated in Annexure-2 titled "Documents to be submitted".

9. Your growth and increase in salary will depend solely on your performance and contribution towards the company. Your compensation package and performance will be reviewed as per Company norms.

10. This is an offer letter only; a detailed employment agreement will be issued upon your acceptance of the same and completion of all other HR formalities. You are advised to go through the contents of this offer letter before signing the duplicate copy and in token of acceptance of the offer, please sign the endorsement of this letter and return it to us within 2 working days along with the Resignation letter from your previous/ present Company of work.

11.You cannot take employment or involve in any commercial or business engagement with customer or prospective customers or direct partners directly or indirectly up to 36 months after Termination/Relieve from iSteer.

CONFIDENTIAL

We take pleasure in welcoming you to the iSteer family and look forward to a mutually beneficial association and benefits and wish you good luck along with a successful career ahead.

Yours sincerely,



Director - Human Resources
Date: 18th November 2022

Confirmed and Accepted

a) **I accept the position of 'Associate Business Analyst' and the compensation package outlined below and agree to join iSteer.**

b) **I understand that I will be punishable for any willful, negligent and/or intentional damage I may perpetuate upon the property of iSteer or any of its client(s).**

c) **I understand that iSteer reserves the right to pursue legal action against me for any tangible or intangible damages they incur which are directly caused by my actions.**

d) **I agree to adhere to the codes of conduct set down by iSteer as well as any codes mandated by the clients of iSteer while working at a client site.**

e) **I understand that the above terms and conditions are confidential and I agree to keep confidential all terms of the offer including compensation.**

f) **I will prove myself as a best Resource in the given role and responsibilities.**

Name: Mr. Vaishakh Anil

Signature:

Date: _____

CONFIDENTIAL

ANNEXURE – 1

Salary Structure

Employee Name : Vaishakh Anil		
Designation : Associate Business Analyst		
COMPONENTS	MONTHLY (IN INR)	ANNUAL (IN INR)
Fixed Components		
Basic	16,982	203,784
House Rent Allowance	6,793	81,516
Special Allowance	5,095	61,140
Project and other Allowance	5,663	67,956
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Sub Total (A)	**37,383**	**448,596**
Retiral Benefits		
Provident Fund	1,800	21,600
Gratuity	817	9,804
Sub Total (B)	**2617**	**31,404**
Gross Salary (A+B)	**40,000**	**480,000**
Grand Total (A+B) **CTC (Round To Cost To Company)**		**480,000**
Tax amount may vary from month to month. Will receive the Employee Group Medical insurance benefits, as per the company policy Professional Tax will be deducted as per the IT Rules Gratuity is applicable as per Government statutory norms		

Your Cost to the Company (CTC) is set to **INR. 4,80,000 (Four Lakh Eighty Thousand Rupees)**

Below are the highlights:

a) Your salary is set **INR. 4,80,000 (Four Lakh Eighty Thousand Rupees)** as fixed component.

b) You and your immediate family members (Spouse, parents and up to two kids) would be included in the Company's Group health insurance upon successful completion of probation period.

e) As your compensation and benefits are personal and strictly confidential between yourself and the company, you shall not reveal the same to anyone. The compensation is subject to Company policy and Govt. regulations.

ANNEXURE – 2

Documents to be submitted

You are required to bring and submit the following documents before your day of joining as a mandatory part of the HR onboarding process:

- Copy of the relieving letter from previous employer (if previously employed).
- Copies of experience certificates from all previous employers (if previously employed).
- Copy of last Salary slip / salary certificate (if previously employed).
- Form 16
- Copies of mark sheets of
    - SSC
    - HSC / Intermediate
    - Graduation (all the years)
    - Post-graduation (all the years)
    - Diploma / Other qualifications
- Copies of Degree certificates
    - Graduation
    - Post-graduation
    - Others
- Proof of Address – Your native place & Local residing temporary Address. – Ration Card / Rental Agreement / Last month Telephone Bill/Voter card/Aadhar card
- Copy of Passport. (If in possession of one)
- Copy of PAN card
- Bank Cancellation cheque
- 5 Passport size photographs of self and one passport size photo of each dependent along with their date of birth details.
- Medical fitness certificates from a registered medical practitioner.
- PF And UAN Number of previous Employer (if previously employed)
- Scanned Passport size photograph of self to be sent to hr@isteer.com before joining.

Please note that any distortion of facts in any of the above documents shall lead to revoking of the offer letter and employment agreement and thereby termination of employment.

DocuSign Envelope ID: B1B8980F-5E7A-4F3C-B099-388CA6795FDB

STRICTLY CONFIDENTIAL
LETTER OF OFFER

Date: **13-Jun-2022**
S. No: 4334 / Vacancy ID:80162

Dear **Akhil T Sam**,

National Identification Number: PAN: OEEPS8543N

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **31-Aug-2022** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited

Anil Murari

Anil Kumar Murari
Head - Human Resources & Administration (India)

I accept and agree:

DocuSigned by:
Akhil T Sam
CE38775731034ED...

Signature
Date: 6/15/2022

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

DocuSign Envelope ID: B1B8980F-5E7A-4F3C-B099-388CA6795FDB

ANNEXURE – A

Name	: **Akhil T Sam**	
Designation	: **Trainee Software Engineer**	
Date of Joining	: **31-Aug-2022**	
SALARY STRUCTURE		
Gross Salary Components	**Monthly (INR)**	**Annual (INR)**
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	**54167**	**650004**
Other Components	**Monthly (INR)**	**Annual (INR)**
Snacks Allowance	700	8400
Communication Allowance	3000	36000
Provident Fund company contribution#	1800	21600
Statutory Bonus	0	0
Gratuity##	1302	15624
Other Components (B)	**6802**	**81624**
Total Cost (A+B)	**60969**	**731628**
Annual Total Cost (A+B) in words	Seven Lakh Thirty One Thousand Six Hundred Twenty Eight	

- You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 31-Aug-2022. The performance criteria for the 2022 scheme is based on the Group achieving the target.
- # Provident Fund company contribution up to maximum up to INR 1800 per month
- ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

DocuSign Envelope ID: B1B8980F-5E7A-4F3C-B099-388CA6795FDB

ANNEXURE – B

No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Group Mediclaim Coverage (GMC)	INR 5,00,000/-	Employee + 5 Dependents
3	Group Personal Accident (GPA)	INR 10,00,000/-	Employee
4	Group Term Life Insurance (GTLI)	4 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 5,00,000/-	Employee
7	Gratuity	As per Gratuity Act	Employees completed 5 years and above
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (one in a year)	Employee
10	Crèche Benefit	INR 16,000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act (26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

JetHire

Offer Letter

OL No:JETOL0146

Date: 23 January 2023

Dear CH.KRISHNA VAMSI,

Following our recent discussions, we are delighted to offer you the position of Business Development Trainee with UNSKYL. UNSKYL is excited to bring you on board as Business Development Trainee.

This is just a provisional offer letter and cannot be treated as an Offer Letter.

We are confident you will find this new opportunity both challenging and rewarding.

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, Date of Joining & Work Location of your anticipated employment with UNSKYL.

We are offering an Intern position for you as Business Development Trainee, reporting to Manish Kumbhare starting on 23 January 2023 at Brigade Metropolis Main Gate, Whitefield Main Road, Garudachar Palya, Mahadevapura, Bengaluru, Karnataka.

In this position, UNSKYL is offering to start at a pay rate of Rs.15000 per month. You will be paid on a monthly basis, starting from 3 February 2023.

Job Title: Business Development Trainee

Training Date: 23 January 2023

OJT Start Date: 3 February 2023

OJT End Date: 3 August 2023

Target: Rs.180000 on Monthly Basis

JetHire

+1 (628) 261-0660
hr@jethire in
www.jethire.in

JetHire

During your Internship/Training, your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this internship offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary. During the internship period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your internship before the end of your tenure.

By accepting this offer of Internship, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 23 January 2023.

Following the Internship period, a progression and performance review will be conducted on a Monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

hanks,

HR, Jethire

JetHire

Date:

+1 (628) 261-0660
hr@jethire in
www.jethire.in

Applicant's Signature:

JetHire

ANNEXURE

Instructions to accept offer letter:

1	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination (Original MS for Verification) • 12th standard or equivalent examination (Original MS for Verification) • Graduation • Post-graduation / Doctorate (if available) Other relevant educational or skill certifications
2	COLOUR SCANNED COPY OF OFFER LETTER AND YOUR 2 PHOTOGRAPHS
3	PAN Card, Voter ID or Driving License Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	Kindly fill this form link below before onboarding date: https://forms.gle/KVwLrYtSkvMYJfyc9

JetHire

+1 (628) 261-0660
hr@jethire in
www.jethire.in

JetHire

JetHire

+1 (628) 261-0660
hr@jethire in
www.jethire.in

Offer Letter

Date: 13.03.2022

Name of Employee – Gyandwip Das

College – Dayananda Sagar University

Degree & Stream – Computer Science Engineering

Graduating Month & Year – 2022

Dear Gyandwip Das

TopCentile thanks you for participating in our Placement drive. We hereby announce that you have successfully cleared all assessments as part of our selection process. We are pleased to offer you and engage your services for MERN Stack Development.

Your engagement with TopCentile will be subject to the following Terms & Conditions:

1. TopCentile:

1. Offers to engage you as a MERN Stack Developer
2. Will provide understudy training in MERN Stack for a period of initial 3 months & 12 days - April 18th to July 31st ("Training Period").
3. Will offer you a compensation of INR 4,54,000/- (Four Lakh Fifty-Four Thousand only) for a duration of 15 months and 12 days of employment. Company will pay an amount of INR 34,000/- (Thirty Four Thousand only) for the Training Period.
4. After successful completion of the Training Period, Company will pay a compensation of INR 4,20,000/- (Four Lakh Twenty Thousand only) for 12 months of employment. Applicable taxes will be deducted from this.
5. Will organize the understudy training in a location of TopCentile' s selection.
6. Will ensure that the understudy training is conducted & delivered by Industry Expert/Mentor.
7. Will provide assessment, feedback & guidance to support your learning.
8. Will place you in various Projects for a period of 12 (twelve) months, subject to your successful completion of the Training Period and graduation/post-graduation from your educational institute.
9. Will ensure that you are entitled to company benefits (if any) during the Employment Period.
10. May provide you extension on the basis of your performance.
11. TopCentile will conduct an assessment on your date of joining, the results of the assessment will confirm your employment.

2. Name of Employee: Gyandwip Das

I have gone through the offer and understood the expectations, and hereby agree to:

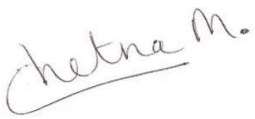
1. Accept the terms & conditions of the offer & engagement of TopCentile, including the Employment Terms enumerated in the in the Annexure A attached herewith.
2. Consent to and sign the Offer Letter for the Term with TopCentile.

3. Undergo the rigorous understudy training in MERN Stack Development as preparation for taking up various Projects.
4. All Terms & Conditions of the employment, including but not limited to:
    a. Clear the assessments conducted on day of joining, failing which TopCentile shall be entitled to terminate employment.
    b. Attain a minimum of 95% attendance during the training period.
    c. Clear the final Semester of the Graduation/Post-Graduation, failing which TopCentile shall be entitled to terminate employment.
    d. Attempt all assessments and clear the same to be eligible for engagement in various Projects.
    e. Improve performance based on feedback received from the Trainer/Mentors.
    f. Learn / practice & score at least 80% in all tests that are conducted during the training.
    g. Take up & work on various Projects assigned to me for a period of 12 (Twelve) months.
    h. Pay a penalty as outlined below, if I leave in the 16-month employment period
        i. Rs. 2,50,000/- (INR Two Lakh Fifty Thousand only) if I leave during the initial 3 (three) months and / or;
        ii. Rs. 2,50,000/- (INR Two Lakh Fifty Thousand only), on pro-rata basis if I leave without completing the 12 (twelve) months following the Training Period.
    i. Follow the Rules & Regulations / Code of Conduct
        i. Work / workplace Timings
        ii. Work Location
        iii. Workplace etiquette
        iv. Leaves & Holidays
        v. Any other rules and regulations

I hereby understand and agree to the terms mentioned above.

Signed on behalf of –

TopCentile



Company

Name: Chetna Mirchandani

Date:



Employee Gyandwip Das

Date: 13/04/2022

Johnson Controls (India) Private Limited
Registered Office Address: 3rd Floor, B2 Tower,
Cerebrum IT Park, Kalyani Nagar,
Pune – 411 014, Maharashtra, India.
Tel. : +91 (20) 6606 7100 Fax: +91 (20) 6606 7102
Website : www.johnsoncontrols.com
CIN : U33130PN1995PTC188911

July 5, 2022

Sandesh Bhat
Tejas Nilaya, number 18, door number 3, 3rd main road, BTR garden, Kudlu, Bengaluru - 68

Dear Sandesh,

We are pleased to offer you training as **Graduate Engineer** with effect from **July 5, 2022**.

Your association with us will be governed by the terms and conditions given below apart from being guided by the core values and Ethics of the organization.

1. Your Basic Salary would be **Rs. 710000/- per annum** during your training period. Please refer to the attached annexure for detailed break-up of your remuneration.

2. You will be under training for a period of One year from **July 5, 2022 to July 4, 2023**. This period will be extended if it is felt necessary to do so. During the period of your training, the Company shall be at liberty to terminate your training without assigning any reason by giving 24 hours' notice. In case you wish to resign from the company during your training period you will be required to give 1 months' notice period. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period and you shall not be entitled to any salary or any other benefits after the effective date from which resignation is accepted. In that event, you shall surrender all benefits, amenities or perquisites enjoyed by you of whatsoever nature to the Company.

3. On the expiry of the period of training, and subject to your completing the training up to the Company's expectations, you shall be offered employment with the Company. In the absence of any letter offering you employment, you shall be deemed to continue as a Trainee even on the expiry of the training period as aforesaid.

4. During the period of your training, you shall be entitled to 21 days leave in accordance with the Leave Rules of the Company currently in force and as they may be modified from time to time.

5. You will be eligible for coverage under the Company's Provident Fund as per Company's rules in force from time to time.

6. The normal Office hours are as follows:

   Mondays to Fridays: 09:00 hrs to 18.00 hrs.

   But in case a particular location follows any other working hours other than the above, you will follow those office hours. Please note that this does not, however, absolve staff members from putting in more hours of work or working on holidays, depending on the exigencies of work.

7. The Company shall be entitled to direct you to work in any other Department or Branch of the Company wherever situated in India, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer you to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the JC group of Companies. Your transfer from one office or department or branch of the Company to another anywhere in India or to any subsidiary or affiliate of the Company in the Group Companies is a Management function and you will be required to comply with such transfer. The failure and/or refusal to comply with any order of transfer will, without prejudice to the Management's other rights, be treated as a breach of your terms and conditions of training.

8. On the strength of the proof submitted by you we have recorded your date of birth as **November 4, 2000**.

9. You are not permitted to divulge the contents of this Contract to any other third party.

10. You are to devote your entire working ability to the company and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees.

11. The Company Rules and Regulations and Ethics policy form part of your Contract of training, and your training is conditional upon and subject to your acceptance of these currently in force and as may be amended from time to time.

12. If you are found to have committed an offence involving moral turpitude or any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company, you will be liable to be dismissed without notice, or will be liable to suffer any other lesser punishment the organization at its discretion may impose, if your explanation is not found to be satisfactory and convincing.

13. You will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you be authorized to use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorizedly nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
14. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
15. You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.
16. You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
17. The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
18. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.
19. You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company. Should such things be not returned company will charge you for the same as deemed fit.

Johnson Controls (India) Private Limited
Registered Office Address: 3rd Floor, B2 Tower,
Cerebrum IT Park, Kalyani Nagar,
Pune – 411 014, Maharashtra, India.
Tel. : +91 (20) 6606 7100 Fax: +91 (20) 6606 7102
Website : www.johnsoncontrols.com
CIN : U33130PN1995PTC188911

20. Any amount paid by us towards your Relocation Expenses will be recovered in the event you leave the organization during your training period.

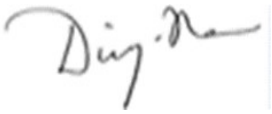
21. .Strict action will also be taken against following: -

- Employees implicated in criminal cases
- Employees indulging in substance abuse
- Employees indulging in Sexual harassment

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our Organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For Johnson Controls (India) Private Limited



Divya Jha
Director - Human Resources.

I confirm that I have read and understood the terms and conditions of this employment contract. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ Date 19-07-2022

Johnson Controls (India) Private Limited
Registered Office Address: 3rd Floor, B2 Tower,
Cerebrum IT Park, Kalyani Nagar,
Pune – 411 014, Maharashtra, India.
Tel. : +91 (20) 6606 7100 Fax: +91 (20) 6606 7102
Website : www.johnsoncontrols.com
CIN : U33130PN1995PTC188911

APPENDIX II- SALARY BREAK-UP
PRIVATE & CONFIDENTIAL

Name : Sandesh Bhat
Designation : Graduate Engineer
Grade : 169
Location : Pune

Proposed Salary Component	*Amount (INR) Per Annum*
Basic Salary	248500
House Rent Allowance	124250
Conveyance Allowance	19200
Food Allowance	26400
Leave Travel Allowance	24000
Statutory Bonus	16800
Balancing Allowance	250850
Gross Salary (A)	**710000**
Provident Fund	29820
Gratuity	11953
Cost To Company (CTC)	**751773**
Target Total Pay (CTC)	**751773**

Other Benefits:

1. Mediclaim: You are entitled to Mediclaim for self plus 5 dependent family members as per the company policy.
2. The official working hours can start between 6:00am and 6:00 pm depending on the shift you need to follow as per business requirements. The total daily/weekly hours of working shall be as per the policies of the Company and applicable regulations. The work schedule will be Mondays to Fridays. The work timings may change subjected to business processes and you will be notified in advance.
3. You will also be entitled to "Shift Allowance" if applicable to your working shift as per policies of the Company and applicable regulations.
4. Confirmation Bonus: Over and above the confirmation increment, employee is entitled for one time confirmation bonus which is equivalent of 10 % of Annual Gross Salary during training period and shall be paid at the time of confirmation. This amount will be recovered in full, incase employee exits within 12 months from date of payout.

ATTACHMENTS: The following documents will be provided for your agreement and signature:

1. Ethics Policy
2. Conflict of Interest

FOR AND ON BEHALF OF
JOHNSON CONTROLS INDIA PVT. LTD.



DIVYA JHA
DIRECTOR – HUMAN RESOURCES

Agreed and Accepted by

SANDESH BHAT
DATE: 19-07-2022

ENG18CS0300

Johnson Controls (India) Private Limited
Registered Office Address: 3rd Floor, B2
Tower, Cerebrum IT Park, Kalyani Nagar,
Pune-411014, Maharashtra, India
Tel.: +91 (20) 66067100 Fax: +91 (20) 6606 7102
Website: www.johnsoncontrols.com
CIN: U33130PN1995PTC188911

Johnson Controls

December 17, 2021

Thimmareddygari Jagadeeswar Reddy
#105, Sharada Building,
Ayyappa Layout,
1st cross, Bangalore -517213

Dear Thimmareddygari,

This has reference to your application for undergoing educational internship with us and the subsequent discussions we had. We are pleased to offer you placement as an Intern in our organization on the following terms & conditions:

1. The duration of your internship will be of six months from **11th January 2022** to **30th June 2022**. The details of the project will be conveyed to you in due course of time. While your internship will be initiated remotely, depending on the requirements of the project assignment you may be required to move to any of the company's operating location in India.

2. During this internship period, you will be paid a consolidated **monthly stipend of INR 18000/- (Eighteen thousand only).**

3. You will be governed by the rules and regulations in force in the company and are expected to abide by the same and carry out instructions given by your guide / superior.

4. You will not incur any expenditure on behalf of the company until and unless you have prior, written approval for the same.

5. This internship will automatically come to an end on expiry of the above-mentioned period. The company however reserves the right to withdraw the internship at any time during this period. We would also like to clarify that this internship opportunity position is not to be construed as assurance for long-term employment with the company.

6. You will not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or confidence.

7. Return of Company Property: You shall promptly whenever requested by the Company, and in any event upon the completion of the project with the Company, return to the company the IT assets provided to you, deliver to the Company all lists of clients or customers, correspondence and all other documents, papers, records and any other properties which may have been prepared by you or have come into your possession in the course of your internship with the Company.

Johnson Controls (India) Private Limited
Registered Office Address: 3rd Floor, B2
Tower, Cerebrum IT Park, Kalyani Nagar,
Pune-411014, Maharashtra, India
Tel.: +91 (20) 66067100 Fax: +91 (20) 6606 7102
Website: www.johnsoncontrols.com
CIN: U33130PN1995PTC188911

Johnson Controls

8. The Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by you during the Project Work. To the extent that, by law, you do not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company and irrevocably and unconditionally assign to the company all intellectual property rights including copyright, in all such works.

Please sign and return the copy of this offer letter as a token of your acceptance of the terms and conditions mentioned above.

Yours sincerely,
For Johnson Controls (I) Pvt Ltd.

Kalpesh Vyas
Senior General Manager
Human Resources

Agreed and accepted by

_____
Intern Name

Date:



DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

Great Place To Work. Certified FEB 2022 - FEB 2023 INDIA

Software Pvt. Ltd
CIN-U72200PN2007PTC130753.

Date: September 15, 2022

Appointment Letter

To,
Manoj Kumar S
NO HC-258, Phase 1,
Annanagar, Thiruverumbur Taluk,
Tiruchirappalli, Tamil Nadu - 620026
Emp ID - 694
Emp Grade - J11

Pursuant to your application and subsequent selection process, we take pleasure in appointing you for the position of **"Executive – TA**" in **"Talent Acquisition"** track at Josh Software Private Limited ("**Company**").

Your employment with the Company shall be governed as per the following terms and conditions

1. **Date of joining:** Your date of joining shall be August 09, 2022.

2. **Type of employment:** You will be working as full-time employee.

3. **Place of work:** Your base location shall be Pune, Maharashtra and your work location shall be the office of Josh Software Pvt. Ltd., Bengaluru and times you may also have to work from the client's office as may be decided by the Company from time to time.

4. **Remuneration:**

a. Your Annual Remuneration/CTC shall be **541,700 (Rupees Five Lakh Forty One Thousand Seven Hundred Only)** as detailed in the Offer Letter.

b. The Company may from time to time, deduct any statutory deductions or withhold tax as may be required by applicable laws.

c. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

d. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.

5. **Probation Period:**

a. You will be on probation for a period of six **(6) months** from the date of your commencement of employment. The Company shall reserve the right to extend your probation period if it is found that the services provided by you are interrupted or not satisfactory.

b. On successful completion of the probation period, if in the opinion of the Company, you are found suitable for the position referred above, your appointment will be confirmed and communicated to you in writing by the Company.

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

c. During the probation period, the Company may terminate your employment with not less than seven (7) days prior written notice, with or without stating any reason thereof.

d. During the probation period if you wish to resign from the services of the Company, you shall be liable to provide a prior written notice of 60 (sixty) days.

6. **Responsibilities:**

a. You should undertake to perform such duties and carry out such functions as may be assigned/entrusted to you by the Management of the Company or any other person appointed by the Management.

b. In the course of performing your responsibilities you shall regularly report to your functional manager or Client company or such officer appointed by the Company, providing them with such information and assistance as may be required by them from time to time.

c. As an employee, you warrant, understand and acknowledge from time to time, due to business requirements, you may be required to travel to any place within the country as directed by the Company. You undertake that you will faithfully and diligently, in a manner consistent with sound business practice of the Company perform your duties at such place.

7. **Days and Hour of Work:**

a. The number of working days in a week shall be Monday to Friday for 9 hours per day. Further, depending on business exigencies as decided by the Management and the client at any given time you may be required to work outside these stated hours, including weekends. Management's view on the nature of exigency will be final and binding.

b. At all times except during periods of vacation, disability or other authorized leave of absence, you shall diligently, faithfully, and in a manner consistent with sound business practices of the Company devote all of your working time (which shall not be less than 48 hours per week, excluding breaks) as specified by the Company from time to time towards the functioning of the Company; and

c. Perform and discharge without additional compensation such additional duties as may be reasonably directed by the Company.

8. **No Dual Employment:**

You shall devote your full time and attention to the performance of the duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy or any other job (with or without remuneration), without the prior written consent of the Company.

9. **Travel expenses**:

When traveling on the Company's/ Clients business away from the normal place of employment, you shall be reimbursed for the travel expenses that are incurred by you, in accordance with the prevailing travel policy of the Company.

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

10. **Annual Leave:**

You shall be entitled to a certain number of paid leave in accordance with the Company's rules and policies as amended by the Company from time to time.

11. **Changes in Personal Details**

Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.

12. **Background Verification Report:**

Upon your joining, the Company or Company's client may directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. The Company reserves the right to terminate your employment without notice, at any point during the course of employment, if the Background Verification Report is found incongruent with the information and credentials provided by you. Additionally, in such an eventuality, the Company shall require you to refund the salary /remuneration paid including employee benefits availed amongst any other benefits, till such date.

13. **Duties and Obligations:**

In addition to the duties and obligations specified in this Appointment Letter you shall:

a. efficiently, honestly and diligently, discharge and perform all duties and functions pertaining to your employment consistent with your relevant experience, training and qualifications as also such other duties as you may be required to perform from time to time assigned to you by the Company, or by any duly authorized officer of the Company, which are consistent with your employment;

b. obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company/ Client for the time being in force and applicable to the you for the management of the Company's property or for the control and good conduct of the Company's employees;

c. Immediately upon your knowledge, inform the Company/ Client of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.

d. You agree to use all tools provided by the Company for professional purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission or storage of potentially offensive information is not allowed. You also agree to always act in the interest of the Company. Should you not respect this requirement of professional use, the Company will have a right to take disciplinary action which may lead up to and including termination of employment.

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

e. During the period of your employment, you shall be governed by all the applicable Company rules, regulations, policies, procedures and notices that are in force currently and that may come into force from time to time and they shall form basis of your employment and shall govern all matters whether specified herein or not, including on matters such as designation, working hours, emoluments and the structure thereof, etc. Company's decisions on all such matters will be final and binding on you. Any subsequent variations by the Company to any terms, conditions, rules or regulations generally governing the members of the Company's staff will prevail and be applicable to you. Violation of such policies could lead to disciplinary actions up to and including termination of employment.

14. **Consent Regarding Personal Data**

a. This clause relates to the Personal Data that you may be requested to provide in connection with your employment. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as Bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records, history, group/individual photographs biometric information, any information or detail relating to previous employment details, educational qualifications and criminal record.

b. You hereby understand and consent to Company, without any reservations, to (i) collect any of your Personal Data or other data from your last employer or through any internal or external agencies appointed for this purpose, (ii) use or process such data in connection with your employment with the Company or any matters arising from such employment, (iii) share such data with any outside agencies or third parties including Company's client for verification and validation of this information, processing in relation to employment or matters arising from such employment, or in compliance with the Company's contractual or statutory obligations and (iv) share or display your group/individual photographs on the Company website or any social media account of the Company, even after your separation from the Company.

c. You understand that you may withdraw the consent by informing in writing to Company's designated representative for this purpose. You also consent and accept that if such withdrawal of consent affects the purpose for which your Personal Data was sought, Company reserves the right to take steps as it deems appropriate. You understand that this consent is obtained by the Company to ensure compliance of The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and any successor laws regarding the subject.

d. Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.

15. **Confidentiality and Intellectual Property**: You undertake and agree, that in consideration of the employment with the Company and the compensation and other benefits that you will receive during the employment, you shall abide with the following:

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

a. You shall not without the Company's prior written permission, either directly or indirectly disclose to any person, firm, company or other body corporate for any purpose or use or permit any person to examine or make copies of, any documents, materials or records that contain or are derived from any Confidential Information of the Company, both during and after your employment with the Company. You will comply with and do all things necessary to permit the Company to safeguard its Confidential Information.

b. You expressly agree and undertake that at any time during and after the employment with the Company, you shall have no proprietary interest in any Developments of the Company.

c. You acknowledge and agree that all Developments and Intellectual Property are and shall be the sole property of the Company and that the Company shall not be required to designate you as the author thereof. The Employee undertakes to promptly disclose all Developments and Employee Intellectual Property to the Board and shall, at the Company's request and at the cost of the Company, do all things that may be necessary and appropriate to establish the Company's ownership of 'the Developments and Employee Intellectual Property including, but not limited to, the execution of the appropriate applications or assignments, production of documents and evidence to the appropriate authorities etc. You further acknowledge and agree that this Appointment Letter shall operate as a perpetual, written assignment in favor of the Company of any right, title or interest that you may have in respect of the Intellectual Property and/or Developments. The Company shall have the perpetual and exclusive right to use, exploit or deal with the Intellectual Property and Developments in its sole discretion. We are well aware and acquainted with the fact that nothing contained in these clauses shall prevent you from sharing information with other employees of the Company as may be genuinely required for the due performance of the Employee's duties.

16. **Termination:**

a. The Company may terminate you at any time without Cause from the position in which you are contracted / employed hereunder, upon not less than seven (7) days prior written notice during probation period and sixty (60) days prior written notice or salary in lieu thereof post confirmation of employment to the employee or compensation in lieu thereof. Such termination does not amount to 'Retrenchment' under any law and does not entitle you to any severance pay.

b. Notwithstanding anything contained above, your employment with the Company may be terminated without notice or without any salary in lieu thereof if, in the opinion of the Company, you, at any time:

i commit any serious or persistent breach of any of the terms and conditions of this Appointment letter or any of the provisions of the employee handbook or other documents incorporated by reference in this document;

ii do or cause to be done any act, deed, matter or thing adverse to the Company's interests;

iii are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise vested in you from time to time;

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

iv fail to or neglect in observing and complying fully with all resolutions, regulations, instructions and directions from time to time made or given to you by the Company;

v if any information furnished by you or representation made by you is found to be incorrect or if any material information is detected by the Company to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein;

vi become of unsound mind;

vii are accused or convicted of any criminal offense;

viii absconding for more than ten (10) days

c. **Resignation**: You may voluntarily terminate/resign your employment with the Company for any reason upon providing prior written notice to the Company, the period of which shall be sixty (60) days during your probation period. After the completion of the probation period, if you are selected you will have to serve a notice period of 60 days after you resignation with the Company is accepted.

d. The Company may in its sole discretion require the employee to serve a shorter notice period or waive the obligation of the Employee to serve the notice period as provided in the above-mentioned schedule. In such event, after the effective date of such' termination, no further payments shall be due under this Agreement, except that the you shall be entitled to any amounts earned, accrued or owing but not yet paid under Clause 4 for services previously rendered and any benefits due in accordance with the terms of any applicable benefit plans and programs of the Company.

17. **Effect of Termination:**

Upon termination/resignation of your employment with the Company for any reason, you:

a. Shall not make any statements (whether oral or written) or do anything which might damage the reputation of the Company or interfere with Company's relationship with its clients and customers.

b. Agree that, without prejudice to Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise.

c. Understand that the Service and Experience Certificate will be issued only if you have served the entire Notice Period.

18. **Minimum Period of service: International / Business Travel**

a. You agree that, in case of International/Business Travel, you shall serve the Company for a minimum period of 1 (one) year of service from the date of return from the latest onsite travel.

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

b. In the event of voluntary termination of employment or the reason whatsoever before completion of one year, you agree to have the understanding that the company shall have the right to recover the cost incurred by the company or the clients of the company on your travel or any other substantial loss on this account from your full and final, or shall be paid in full by you to the company.

19. **Retirement Age:**

The age of retirement from the Company shall be on attainment of 60 years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the date of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day. The Company may extend your retirement age at its sole discretion after mutually discussing with you.

20. **Non- Solicitation and Non-Competition:**

You agree that in consideration of your engagement with the Company, and other good and valuable consideration, the receipt of which is hereby acknowledged, during the term of the employment with the Company and for a period of two (2) years following the termination, you shall not, directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function);

a. own or operate a business in competition with the business of the Company.

b. solicit employment with a competitor or with any existing/prospective client (in any manner whatsoever);

c. solicit employment of or advise any other employee of the Company to terminate his contract or relationship with the Company or accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or,

d. contact any of the existing or prospective clients of the Company, to entice such clients away from the Company or to damage in any way their business relationship with Company.

21. **Governing Law of the Agreement**:

This Appointment Letter shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of courts in Pune**.**

22. **Indemnification:**

You shall, at all times, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim proceedings or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect.

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

23. **Other terms and conditions:**

a. **Severability:** The Company and you mutually agree that the provisions of this appointment letter are severable, and if any one provision is found to be invalid or unenforceable in whole or in part, the remainder of the agreement will remain valid and enforceable. The Company and you further agree that the court may modify any provision to make it valid and enforceable.

b. **Successors And Assigns:** The Company will have the right to transfer and assign this agreement and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This agreement is personal to you and you will not be entitled to transfer or assign it in whole or in part.

c. **Miscellaneous:** Headings are for ease of reference only and do not affect the meaning of the agreement set out in this letter. Unless expressly indicated otherwise, references to monetary amounts are references to an amount expressed in the currency of India.

d. This Appointment Letter contains the entire understanding between you and the Company concerning the subject matter hereof and is in addition to any and all prior and contemporaneous negotiations, correspondence, understandings and agreements, whether oral or written, respecting that subject matter.

The elements of this Appointment Letter are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with the general public. You warrant that you have obtained all necessary permissions required under laws in India to take up this employment. Please return a signed copy of this Appointment Letter as a token of your acceptance of the terms and conditions mentioned above within three (3) days, failing which this Appointment Letter stands cancelled.

All of us are excited about working with you and look forward to a mutually rewarding relationship.

Yours sincerely,
For Josh Software Private Limited

DocuSigned by:
Shailesh Kalekar
DDE78A1026E342F...

Authorized Signatory
Shailesh Kalekar
Chief Operating Officer

DocuSign Envelope ID: AEBF5758-455E-4BF1-9B11-9AA36A241267

Great Place To Work. Certified FEB 2022 - FEB 2023 INDIA

JOSH Software Pvt. Ltd
CIN-U72200PN2007PTC130753.

ACCEPTANCE OF APPOINTMENT LETTER

I have read and understood all the terms and conditions contained in this Appointment Letter and acknowledge that by signing hereunder I accept and agree to be bound by all terms and conditions set out herein.

It accurately reflects my understanding of the terms and conditions of my employment with the Company.

I understand and agree that any changes in the terms of employment described in this Appointment Letter must be set forth in a written document signed by a duly authorized officer of the Company.

Name: Manoj Kumar

Signature: DocuSigned by: 477505C203A747D...

Place: Bengaluru

Date: Oct 14, 2022 | 17:18 IST

JPMorgan Chase & Co.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



J.P.Morgan

13-May-2022

Rishav Chaurasia
A-236 Somnath Nagar Society, Tarsali, Vadodara, Gujarat
-390009
VADODARA
Gujarat
INDIA

Dear Rishav Chaurasia,

Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 27-May-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.

APPENDIX A - Personal Employment Terms and Conditions

A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2022, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Mumbai, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

A2. Employment Commencement Date

Your employment is expected to commence on 01-Aug-2022. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Mumbai, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

A4. Remuneration

Your total fixed pay will be INR 12,00,000 per annum and comprises the following components:

	Rupees p.a.
1. Basic Salary	3,60,000
2. Leave Travel Assistance	40,000
3. House Rent Allowance	1,80,000
4. Provident Fund	43,200
5. Special Allowance	5,76,800
A. Total Fixed Pay	12,00,000

Special Cash Award

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,00,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination

within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

Relocation Lump Sum

You will be paid a one-time Relocation lump sum of INR1,00,000/-, which is taxable and will be paid within a reasonable period after your start date. The relocation lump sum coverage includes the cost of air and tickets, other transportation and hotel stay of your choice.

If you resign or are terminated for any reason other than job elimination (as determined within the company's discretion) within 12 months of your commencement date, you agree to reimburse the Company in full for the amount of any relocation lump sum you have received in connection with this employment offer. This reimbursement shall become due and payable within 30 days of your last day of employment with the Company. Further, the Company may seek reimbursement by withholding any other payments not yet paid to you at the time you leave the firm.

A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

A6. Leave Entitlement

A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

B1. Employment

B1.1 Your employment is subject to:

a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Mumbai, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;

b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and

c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:

i) you are not in breach of any prior employment contract;

ii) you have not taken or otherwise misappropriated – and you do not have in your possession or control – any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and

iii) you are not subject to any other employment or any contractual post-employment restraints

iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 Your employment shall continue until your retirement age of 60 or until terminated in accordance with paragraph 4 in Appendix B.

B2. Remuneration

B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.

B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.

B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

B3. Incentive Compensation

B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.

B3.2 Awards are subject to applicable taxes, the JPMorgan Chase Bonus Recoupment Policy and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.

B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.

B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

B4. Termination

B4.1 Your employment may be terminated as follows:

a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

b) By the Company at any time without notice or compensation if you:

i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

ii) seriously breach the Code of Conduct and any other Company policies;

iii) disobey the Company's lawful and reasonable instructions/requirements;

iv) habitually neglect your duties; or

v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

(a) suspend you from the performance of any duties or assign you alternative duties;

(b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;

(c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;

(d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;

(e) remove your access to the Company premises and computer systems;

(f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or

(g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.6 During any Notice Period:

a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and

b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

B5. Leave

B5.1 Annual Leave

a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.

b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.

c) You must comply with the Company's 'consecutive days leave' policies.

d) For the calendar year during which your employment with the Company commences or

terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

B8. Post Employment Restrictions

B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.

B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.

B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.

b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.

c) "Restricted Client" means any person:

i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and

ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;

iii) but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.

d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;

ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;

iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.

v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.

vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.

vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.

viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.

ix. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the

Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

B9. Code of Conduct and Staff Regulations and Affirmation

B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:

(a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and

(b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.

B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.

B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

B10. Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

B11. Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

B12. Miscellaneous

B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.

B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the

validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.

B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

B13. Contract Execution

B13.1 You acknowledge and agree that:

(a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

(b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.

(c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

B14. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai courts in relation to any dispute arising in connection with your employment and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively,

the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include

accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable

laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400 104, India
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

JPMorgan Chase & Co.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



J.P.Morgan

05-Nov-2021

Mythri J L
#205, 4th cross, Lalbagh road, KS Garden, Bangalore -27
-560027
BENGALURU
Karnataka
INDIA

Dear Mythri,

Your Internship by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 10-Nov-2021.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.

Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS

A1. Title/Category

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

A2. Internship Commencement Date

Your internship shall begin on 10-Jan-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 31-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

A3. Working Hours

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

A4. Stipend

Your stipend will be INR50,000/- per month.

A5. Probationary Period

Your internship will be subject to a probation period as outlined in paragraph 4.3 of Appendix B.

A6. Leave Entitlement

A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year, pro-rated according to the duration of your employment in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

A7. Benefits

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

A8. Retirement Scheme

You are not eligible for retirement benefits.

A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS

B1. Internship

B1.1 Your internship is subject to:

a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Bengaluru, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.

b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and

c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:

ix. by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;

i. you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and

ii. you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

B2. Remuneration

B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.

B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.

B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

B3. Incentive Compensation

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

B4. Termination

B4.1 Your internship may be terminated as follows:

a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

b) By the Company at any time without notice or compensation if you:

i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

ii) seriously breach the Code of Conduct and any other Company policies;

iii) disobey the Company's lawful and reasonable instructions/requirements;

iv) habitually neglect your duties; or

v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

(a) suspend you from the performance of any duties or assign you alternative duties;

(b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;

(c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;

(d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;

(e) remove your access to the Company premises and computer systems;

(f) require that you return any property belonging to the Company under paragraph 7 in this Appendix

(g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.6 During any Notice Period:

(a) you will provide such assistance as the Company may require to effect an orderly

handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and

(b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

B5. Leave

B5.1 Annual Leave

(a) You will be entitled to annual leave with full pay in every calendar year – please see paragraph 6 of Appendix A, pro-rated according to the duration of your employment. The Company will be entitled to determine when annual leave is taken, although as far as possible, arrangements will be made to suit your convenience. Annual leave entitlement for each calendar year must be taken in that calendar year and only in exceptional circumstances can annual leave (other than unused statutory entitlement, if any) be carried forward into the following calendar year. All annual leave days taken will be deducted first from the statutory entitlement accumulation.

(b) After a notice of termination has been given pursuant to paragraph B4.1 of this Appendix, you will not be entitled to take any annual leave without the express consent of the Company provided after notice of termination has been given.

(c) You must comply with the Company's 'consecutive days leave' policies.

B5.2 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and J.P.Morgan internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your employment.

B5.3 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the

Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

B8. Post internship Restrictions

B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.

B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.

B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.

b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.

c) "Restricted Client" means any person:

i. who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
ii. with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
iii. but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.

d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;

b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;

c) that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

d) that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.

e) that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.

f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you

and this document is not in violation of any applicable law.

g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.

h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.

i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

B9. Code of Conduct and Staff Regulations and Affirmation

B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:

(a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and

(b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.

B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.

B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

B10. Working Hours

B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working

hours may be revised at the discretion of the Company.

B11. Retirement Benefits

You are not eligible for retirement benefits.

B12. Contract Execution

B12.1 You acknowledge and agree that:

(a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

(b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.

(c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

B13. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400 104, India
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

JPMorgan Chase & Co.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



J.P.Morgan

13-May-2022

Srinishaa Prabhakaran
B 001 ,GR Sankalpa ,choodasandra road
-560099
BANGALORE
Karnataka
INDIA

Dear Srinishaa Prabhakaran,

Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 27-May-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.

APPENDIX A - Personal Employment Terms and Conditions

A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2022, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

A2. Employment Commencement Date

Your employment is expected to commence on 01-Aug-2022. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Bengaluru, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

A4. Remuneration

Your total fixed pay will be INR 12,00,000 per annum and comprises the following components:

	Rupees p.a.
1. Basic Salary	3,60,000
2. Leave Travel Assistance	40,000
3. House Rent Allowance	1,80,000
4. Provident Fund	43,200
5. Special Allowance	5,76,800
A. Total Fixed Pay	12,00,000

Special Cash Award

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,00,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination

within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

A6. Leave Entitlement

A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

B1. Employment

B1.1 Your employment is subject to:

a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Bengaluru, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;

b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and

c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:

i) you are not in breach of any prior employment contract;

ii) you have not taken or otherwise misappropriated – and you do not have in your possession or control – any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and

iii) you are not subject to any other employment or any contractual post-employment restraints

iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 Your employment shall continue until your retirement age of 60 or until terminated in accordance with paragraph 4 in Appendix B.

B2. Remuneration

B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.

B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable

on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.

B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

B3. Incentive Compensation

B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.

B3.2 Awards are subject to applicable taxes, the JPMorgan Chase Bonus Recoupment Policy and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.

B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.

B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

B4. Termination

B4.1 Your employment may be terminated as follows:

a) By either party giving to the other prior written notice of at least the period specified, as

applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

b) By the Company at any time without notice or compensation if you:

i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

ii) seriously breach the Code of Conduct and any other Company policies;

iii) disobey the Company's lawful and reasonable instructions/requirements;

iv) habitually neglect your duties; or

v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

(a) suspend you from the performance of any duties or assign you alternative duties;

(b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;

(c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;

(d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;

(e) remove your access to the Company premises and computer systems;

(f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or

(g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your employment and this letter, including

without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.6 During any Notice Period:

a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and

b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

B5. Leave

B5.1 Annual Leave

a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.

b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.

c) You must comply with the Company's 'consecutive days leave' policies.

d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the

Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

B8. Post Employment Restrictions

B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.

B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.

B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.

b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.

c) "Restricted Client" means any person:

i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and

ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;

iii) but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.

d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;

ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;

iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of

competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.

v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.

vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.

vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.

viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.

ix. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

B9. Code of Conduct and Staff Regulations and Affirmation

B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:

(a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and

(b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.

B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.

B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

B10. Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

B11. Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

B12. Miscellaneous

B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.

B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.

B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of

Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

B13. Contract Execution

B13.1 You acknowledge and agree that:

(a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

(b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.

(c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

B14. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Bengaluru courts in relation to any dispute arising in connection with your employment and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote

adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC

employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400 104, India
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

contact@kaleyra.com
www.kaleyra.com

07-Sept-2021

Abhijeet Kadam

Bangalore

Re: Offer Letter

Dear Abhijeet,

Solutions Infini Technologies (India) Private Limited ("**Kaleyra**" or "**we**" or "**us**" as the case may be) is pleased to offer you the position of **Software Engineer Professional** ("**Position**") on the terms and conditions broadly set out in this offer letter ("**Offer Letter**").

1. **Definition and Interpretation**. Unless the contrary intention appears, and/or the context otherwise requires, all capitalized terms shall have the meaning specifically ascribed to them. Such meanings shall apply throughout the Offer Letter.

2. **Joining Date**. You will be required to sign and return a copy of this Offer Letter within 5 (five) business days of the offer being made to you by Kaleyra, together with all necessary documentation as provided in Clause 3 below. In the event, you do not respond with the signed Offer Letter and necessary documentation within the stipulated time, Kaleyra will have the option to withdraw the offer of employment. As per the terms of this Offer Letter and as agreed upon mutually, you will report on **1-July-2022 or earlier**. The joining information and details of the terms and conditions of your employment will be provided to you when you report at the Kaleyra office on your Joining Date.

3. **Relevant Documentation**. We wish to make your transition to Kaleyra as smooth as possible. In order to ensure the same, you are required to submit various documents as detailed in ANNEXURE A for our records, together with the signed copy of the Offer Letter, within the stipulated time as provided in Clause above.

4. **Background Checks**. In addition to providing the documentation as under Clause 3 above, if applicable to you, you are required to provide either a relieving letter from your most recent employer and a confirmation from your most recent employer that your resignation has been accepted. If you do not provide this

documentation together with the other documents as indicated in Clause 3 above, within such time as stipulated therein, your acceptance of this Offer Letter will not be processed until acceptable documentation has been provided and the Joining Date will be revised as Kaleyra deems fit. Further, you agree to provide all such documents as are requested for and by Kaleyra to enable Kaleyra to perform appropriate background verification and reference checks.

Kaleyra reserves the right to withdraw this offer at its sole discretion if you fail to provide all or any of the documentation requested (within the relevant time period as indicated) and if it does not receive satisfactory feedback on background verification and/or reference checks which has been consented to by you.

5. **Employment Agreement.** Upon completion of the formalities contained in the Offer Letter, you will be required to execute an employment agreement (including a confidentiality and assignment agreement) on the Joining Date, which contains the detailed terms and conditions in relation to your employment including term of employment and company policies that are to be undertaken by you prior to confirming you as a full-time employee with Kaleyra.

6. **Probation**. Your first 6 (six) months from the Joining Date will be considered as your Initial Probation Period ("**Initial Probation Period**"). However, based on the assessment of your performance during the Initial Probation Period, Kaleyra, at its sole discretion, may extend your Initial Probation Period to a maximum of **90 days (3 months)** ("**Extended Probation Period**") upon written notification to you, on or before the date of completion of the Initial Probation Period (together, the "**Probation Period**"). Based on such confirmation and when you successfully complete your Probation Period, your employment with Kaleyra will be confirmed.

7. **Job Description**. Description of your job with Kaleyra, along-with specific duties, responsibilities, and functions as part of your Position, is outlined in your Employment agreement. Your Position, including any/all of your duties, responsibilities, and functions associated with your Position may be altered by Kaleyra, from time to time, as per its business needs. You will be informed of any such alterations to your Position and your duties, responsibilities and/or functions as and when the same is given effect to.

8. **Compensation and Benefits**. For the entire duration you serve as an employee of Kaleyra and in full consideration for your services as an employee of Kaleyra, upon the terms and subject to the conditions set forth in this Offer Letter, Kaleyra

Solutions Infini Technologies (I) Pvt. Ltd.
ThePavilion,No.175&176,DollarsColony,4thPhaseJ.PNagar,Bilekahalli, Bannerghatta Main Road, Bangalore - 560076. Karnataka.
CIN: U72900KA2009PTC049726 | GST: 29AANCS0353C1ZF

will pay you and you shall accept as compensation, a basic annual salary, and such other allowances, benefits and perquisites ("**Compensation**") as set out in ANNEXURE B of this Offer Letter. In addition to the Compensation, details of other incentives and benefits of Kaleyra that you may be eligible for shall be set out in the employment agreement that will be shared on the Joining Date, subject to the submission of relevant information/documentation and satisfactory background checks.

9. **Location**. You will be initially based at the Kaleyra offices in Bangalore**.** However, to support our continued growth and/or business needs you may be transferred or relocated to the offices of any Kaleyra's subsidiary companies, associated companies, client's locations, third parties or branch offices to which you may be posted on deputation, secondment or transfer associate companies or client/partner offices in India or overseas, with 15 (fifteen) days' written notice. You will be expected to relocate in accordance with the terms stipulated in such notice.

10. **Duties**. In addition to the duties, responsibilities, and functions associated with your Position, you acknowledge, consent and agree to adhere to all duties as is reasonably expected of you as being an employee of Kaleyra and as may be communicated to you by Kaleyra from time to time, for the entire duration you remain an employee of Kaleyra, including without limitation, such duties that form a part of your continuing obligations as per the terms of your employment.

11. **Confidentiality.** You agree that the terms and conditions contained in this Offer Letter are confidential and cannot be disclosed to any person or third party.

12. **Employee Representations.** In the event that any documentation/information provided as per Clause 3 is false or inaccurate, then at any time during the Probation Period, or in the event if the employment has already commenced by the time the background verification and/or reference checks are completed, then at any such time, Kaleyra, has the right to, at its sole discretion, terminate this employment arrangement immediately, without notice or pay.

13. **Induction**. New team member induction takes place at Kaleyra. At the induction, you will learn more about Kaleyra, our competitive benefits, and our company policies. You will also have an opportunity to meet new team members like yourself and senior leaders that set the direction for Kaleyra.

14. DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.
I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms. I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I HAVE READ, ACKNOWLEDGED, UNDERSTOOD AND UNDERTAKE TO ADHERE TO THE TERMS OF THIS OFFER LETTER

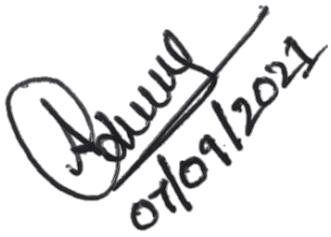
For and on behalf of Solutions Infini Technologies (India) Private Limited:



Ashish Agarwal
Managing Director
Bangalore

Date: 07-Sept-2021

For and on behalf of Abhijeet Kadam



Abhijeet Kadam
Software Engineer Professional
Bangalore

Date: 07-Sept-2021

ANNEXURE A

LIST OF DOCUMENTS

Sl. No.	Documents
1.	Duly filled employee personal profile, reference;
2.	Copies of all educational certificates and mark sheets (X/XII/Graduation/Post Graduation/Diploma);
3.	If applicable, copy of experience & relieving letter from the last employer, and acceptance of your resignation from most recent employer (to be followed within 30 days by actual relieving letter);
4.	Identity proof (Copy of passport/pan card/driving license);
5.	Recent three months' pay-slips (if applicable);
6.	2 (two) self-attested passport size photographs;
7.	If PAN is not provided, proof of having applied for it.

***** Please bring the original copies of the documents set out above on the Joining Date.***

Solutions Infini Technologies (I) Pvt. Ltd.
ThePavilion,No.175&176,DollarsColony,4thPhaseJ.PNagar,Bilekahalli, Bannerghatta Main Road, Bangalore - 560076. Karnataka.
CIN: U72900KA2009PTC049726 | GST: 29AANCS0353C1ZF

contact@kaleyra.com
www.kaleyra.com

ANNEXURE B
COMPENSATION

[*Compensation Structure with all components*]

Compensation Structure		
Component	**Monthly**	**Annually**
Basic	**23333**	**280000**
HRA	**11667**	**140000**
Conveyance	**1600**	**19200**
Medical	**1250**	**15000**
LTA	**1944**	**23333**
Bonus	**1500**	**18000**
Special Allowance	**17039**	**204467**
Total - Fixed (paid monthly)	**58333**	**700000**
Variable (paid annually)		**70000**
Anniversary Bonus (paid annually)		**140000**
Retention Bonus (paid annually)		**210000**
Four Years RSUs (annual grant)		**740000**
Total Compensation		**1860000**

Anniversary Bonus: Anniversary bonus is paid on completion of the 1st and the 2nd year. The amount mentioned above is equally divided between the 1st and 2nd year anniversaries.

Retention Bonus: Retention bonus is paid on completion of the 3rd and the 4th year. The amount mentioned above is equally divided between the 3rd and 4th year anniversaries.

Deductions:

PF : Rs. 1800 / month
PT : Rs. 200 / month

15. **Non-CTC components**

Kaleyra offers the below benefits over and above the CTC mentioned. The benefits may vary as per company policy or rules and regulations of the Specified Acts.

1. PF Employer's Contribution: INR 1800/- per month
2. Medical Insurance Coverage: INR 500,000/- per annum for Self and 5 dependents (Spouse +2 children + Parents/ In-laws)
3. Gratuity: As per Gratuity Act 1972, payable only on exit

Solutions Infini Technologies (I) Pvt. Ltd.

ThePavilion,No.175&176,DollarsColony,4thPhaseJ.PNagar,Bilekahalli, Bannerghatta Main Road, Bangalore - 560076. Karnataka.

CIN: U72900KA2009PTC049726 | GST: 29AANCS0353C1ZF

25th May 2022

Dear Vikas MD

Congratulations! We are very excited to offer you an Internship with KibbCom (registered as KibbCom India Private Limited). We have hand picked you as one of our interns, as we believe you have the capability, after completion of the Internship, to become an Employee of the company.

You will join as an ***INTERN (Software Developer)*** in our Bangalore office. The **monthly compensation** offered to you is Rs **18,000.** The payment shall be subject to the TDS deductions as per rates applicable.

After a successful completion of the Internship period of 3 months an employment offer may be provided which will have the overall CTC (Cost To Company) offered to you as Rs. 4 lacs per annum including fixed and other bonus.

Your Internship shall commence on **Monday 30th May 2022.**

Your Internship will be governed by the rules, regulations and policies of the company, see ***Appendix 1*** for details. You will also be required to agree to the company's non-disclosure, non-solicitation and non-competition agreement prior to commencement.

If you are in acceptance of this offer and its terms and conditions kindly inform Amit Singh by email to ceo@kibbcom.in at the latest by **5 pm** on the **27th of May 2022** and return a photocopy of this document with your signature at the bottom of each page to our office. If we do not hear from you within this period the offer will be canceled.

We take great pleasure in welcoming you to KibbCom. We are confident that this is the beginning of a partnership that will allow you to achieve your career aspirations and goals while playing an integral role in KibbCom's success.

Yours Sincerely,



Amit Singh
CEO

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Acknowledgement and Acceptance of : Appointment with KibbCom India Private Limited

I,_____,

s/o_____

R/o_____

have read and understood the above terms and conditions governing my Internship with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on

_____ (Date).

Signature : _____

Name : _____

Date : _____

Place: _____

Email:_____

Mobile No: _____

Alternate Mob No:_____

Date of Birth: _____

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Appendix 1

In the sections below “the Company” refers to KibbCom India Private Limited, unless otherwise stated.

Profile Verification

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your Internship or the offer period, your Internship will be terminated with immediate effect.

Duties and Obligations

1.1 During the Term of this Agreement, the **Intern** shall render services such as services related to research and development in the field of software development.

1.2 It is hereby clarified that while, the office and usual workplace for the **Intern** shall be located at M/s KibbCom India Pvt Ltd, “VMARCADE”, situated at No. 43/2, Munireddy Complex, Opposite Kundalahalli Gate Lite Signal, Varthur Main Road, Marathahalli Post, Bangalore-560037, Karnataka, alternative office / workplace may be used during the Internship.

1.3 During the Term of this Agreement, the **Intern** shall render such other duties and obligations as are customarily associated with or incidental to the position of ***INTERN***, in accordance with the reasonable requirements of the Company from time to time.

Responsibilities

The **Intern** agrees that to the best of his/her ability and experience the **Intern** shall, at all times loyally and conscientiously, perform all the Duties and Obligations pursuant to the express and implicit terms hereof to the reasonable satisfaction of the Company.

Other Terms and Conditions

Whilst being an **Intern** of the Company, you agree not to undertake employment, whether full-time or part-time, as the Director/ Employee of any other organization or entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may deem fit and may be withdrawn at any time at the discretion of the Company.

After **8 weeks** there will be an Internship review and feedback, allowing for feedback from the **Intern** to KibbCom and also feedback from KibbCom to the **Intern**. At the end of the Internship period there is a final review, a successful review at this point will mark successful completion of the Internship period and may lead to an Employment offer being given.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Internship Policies

Working Hours and Work Week Definitions

Normal working hours of the company are 9:00AM to 6:00PM Monday to Friday, 40 hours a week, but Interns are also asked to be available on Saturdays if required. On occasion, working outside office hours or on Saturdays, Sundays and public holidays may be needed depending on project requirements.

Notice Period:

During the Internship period, either party can, without assigning any reason, terminate the Internship agreement by giving the other party ***One (1) month notice*** or pay in lieu thereof.
The Company may terminate your services immediately on disciplinary grounds.

Intellectual Property Rights

The Company will retain ownership of all intellectual properties generated during the course of your Internship as part of your duties or associated responsibilities. All intellectual property rights on all 'works' generated or modified by you individually or as part of a team during the course of your Internship and as part of your Internship will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such work for the sole benefit of the Company as required by your Internship.

Non-Solicitation

During your Internship with the Company and for 1 year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity, which is not affiliated to the Company. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non- Disclosure

You agree to comply with the terms of any policies of the Company relating to the protection of confidential information. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your Internship.

Non Compete

By joining this company you hereby agree:

- To not engage in any competing activity or business during the course of your Internship, and
- For a period of 1 year after the termination of your Internship not engage directly or indirectly in any business activity with the Company's clients and customers.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

No Smoking Policy

(i). To promote good health, remain in accordance with state regulation and improve indoor air quality, the company shall be entirely smoke-free. That includes the use of all tobacco and smoking products, including **chewing tobacco, pipes, cigars and e-cigarettes**. All smoking products are banned from the company workplace.

(ii). Smoking is strictly prohibited within all company work areas and public spaces including conference rooms, private offices, reception areas, restrooms, stairwells, hallways and work stations, as well as all other enclosed areas. This policy applies to all employees, clients, contractors and visitors.

(iii). There is no smoking allowed along the path to the smoking area, by any entrance to the building, in the parking lot or at any other outdoor area. The company doesn't allow smoking breaks to go off premises. Interns must not have the smell of smoke or tobacco products on their person during working hours.

(iv). Additionally, smoking can be allowed after or before working hours of the company.

(v). This policy shall be enforced and all Interns are expected to abide by this policy while at work. Failure to do so can result in disciplinary action including termination.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Terms & Termination

2.1 This Agreement shall be effective from the date of signing of this agreement hereunder ("**Effective Date**") and shall be in force and effect until terminated in accordance with the terms hereof ("**Term**").

2.2 This Agreement will be terminated by the Management at any time commencing from the Effective Date, with immediate effect, and without giving any notice, if it has reasonable ground to believe that the **Intern** has breached the provisions of ***(Non-Competition)***; ***(Confidentiality and Privacy)***; ***(Representation and Warranties)*** *of this Agreement; and/or* ***(Intern Conduct and Disciplinary Action)*** including grounds where the **Intern** is guilty of misbehavior, negligence, any act of moral turpitude, dishonesty, fraud, embezzlement, theft or other acts causing financial damages or loss of reputation to the Company.

2.3 Upon termination of Internship according to this agreement, the **Intern** shall return to the Reporting Manager all property in the **Intern's** possession belonging to the Company and, where applicable, to a third party. The **Intern** undertakes further to report on the extent to which Confidential Information has been affixed to media, copied, reproduced in other ways and stored on electronic media. The **Intern** also undertakes to destroy or return to the Reporting Manager the Confidential Information that has been copied, reproduced or stored on electronic media to the extent that the Company finds necessary.

Return of Property

3.1 The **Intern** shall promptly whenever requested by the Reporting Manager, and in any event upon the termination of this Agreement, for any reason whatsoever, handover to the Reporting Manager all the;

(i). Properties whatever nature or kind belonging to the Company which have been provided by the Company to the **Intern** during the Internship.

(ii). Confidential Information (*as defined below*) including lists of clients or customers, correspondence and all other documents, papers, records and any other properties which may have been prepared by the **Intern** or have come into the possession of the **Intern** in the course of the Internship with the Company, and the **Intern** shall not be entitled to and shall not retain any copies thereof.

(iii). For the avoidance of any doubt, only upon the return of all the properties and confidential information any outstanding amounts be paid by the Company to the **Intern**.

Non Competition

4.1 The **Intern** expressly agrees to not engage in any competing activity or business during the course of Internship.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Confidentiality and Privacy

5.1 The **Intern** agrees that he/she will hold in confidence all information, documentation, data, or know-how, whether of technical, financial, or commercial nature, that may have been disclosed to the **Intern** by the company or which may have come to the knowledge or possession of the **Intern** during the Term of this Agreement in course of rendering of the Duties and Obligations, whether or not such information is reduced in writing or is in graphic, electronic or machine readable form and whether or not such information is expressly stated to be confidential or marked as such, in writing ("**Confidential Information**").

5.2 The **Intern** shall not disclose, reveal, distribute, or forward to any third party or use or exploit the Confidential Information or any part thereof on his own or another's behalf, without the Reporting Manager's prior written approval. The **Intern** will not communicate or allow to be communicated to any person not legally entitled thereto any Confidential Information relating to the affairs of the company or to the affairs of the person having any dealing with the Company.

5.3 Breach of the conditions of above Clause shall render the **Intern** liable to dismissal, in addition to any other remedy that the Company may have against the **Intern** in law.

5.4 The **Intern's** duty to safeguard and not to disclose the Confidential Information will survive even after the termination of this Agreement

Representation & Warranties

The **Intern** hereby represents warrants and undertakes that:

6.1 The **Intern** has full power and authority to enter into this Agreement and is not disqualified from rendering the Duties and Obligations in terms of this Agreement.

6.2 The execution and delivery of this Agreement will not result in breach of any terms and conditions or constitute default under the laws of India or other obligations to which the **Intern** is bound or violate any rule, regulation or law of any government or any order, judgment or decree of any court or government body.

6.3 The **Intern** shall neither assign nor pledge to third parties any financial or other benefits to which the Intern is entitled to under the terms of this Agreement.

6.4 The **Intern** shall make full and true disclosure in writing to the Company of any direct or indirect interest or benefit the **Intern** has derived or is likely to derive through or in connection with any contractual arrangements, dealings, and transactions, of the Company and/or any transactions which are likely to be detrimental to the interests of the Company.

6.5 The **Intern** being is medically (physically and mentally) fit, and there are no criminal cases or investigations pending against the **Intern** before any quasi-judicial authority or investigation agency/police and that the **Intern** has never been convicted of a criminal offense.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Intern Conduct and Disciplinary Action

7.1 To ensure orderly operations and provide the best possible work environment, the Company expects the **Intern** to follow the following rules of conduct that will protect the interests and safety of all interns and employees in the Company, by curbing intimidation, harassment, or other threats of (or actual) violence that may occur during the course of the performance of Duties and Obligations in terms of this Agreement:

7.2 The **Intern** is required to refrain from indulging in fighting, or other forms of violence that may be dangerous to others. The **Intern** shall treat all other interns and employees of the Company and the management of the Company with courtesy and respect at all times.

7.3 The **Intern** shall not threaten, intimidate, or coerce another intern, another employee, or a customer, of the Company at any time. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by applicable law.

7.4 All threats of (or actual) violence, both direct and indirect, shall be reported, with specific details by the **Intern** as soon as possible to the Reporting Manager or any other member of management. This includes threats by other interns or employees of the Company as well as threats by customers, vendors of the Company.

7.5 In the event the **Intern** is responsible for threats of (or actual) violence or other conduct that is in violation of the guidelines in terms of this Clause 5, will be subject to prompt disciplinary action up to and including termination of Internship, in terms of this Agreement without payment of any compensation notwithstanding any other provision of this Agreement.

Indemnification

The **Intern** expressly agrees to defend, indemnify and hold the Company harmless from and against any and all claims, damages, injuries, expenses (including legal expense) and liabilities arises from the following:

8.1 The **Interns'** acts and omissions during the Term of this Agreement;

8.2 Any Improvements or Inventions developed by the **Intern** for the Company during the Term of this Agreement, constitutes any infringement of any copyright; or

8.3 Breach of any Representation and Warranties in terms of Clauses of this Agreement¨

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

Appendix 2

Personal Documentation

At the time of joining the following documents must be made available to us. Please make the original documents available to us.

1. Proof of Academic Qualifications including marks sheet.
2. PAN Card.
3. Three passport size photographs
4. Current address proof / Permanent address proof

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke this Internship offer.

KIBBCOM INDIA PRIVATE LIMITED
CIN: U74999KA2016PTC097939

+91 9108290838
www.kibbcom.in

Registered Address / Corporate Office:
43/2, Munireddy Complex,
Opposite Kundalahalli Gate,
Varthur Main Road, Marathahalli Post,
Bangalore-560037, Karnataka, IN

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Amey S Benegal,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Associate Software Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited

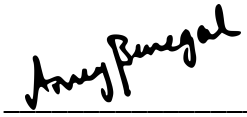


Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 09/07/2022

Signature: 

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Amey S Benegal**
DESIGNATION	**Associate Software Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Dereddy Parthasaradhi Reddy,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Dereddy Parthasaradhi Reddy**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Disha Anand Madival,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Disha Anand Madival**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Karthik R,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Karthik R**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear Kunal Sharma,

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Kunal Sharma**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Maria Jyothi S,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Maria Jyothi S**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Neha Panwar,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Associate - Network Service Analyst.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR 700,000 CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 09 - JUL - 2022

Signature:

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Neha Panwar**
DESIGNATION	**Associate - Network Service Analyst**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Varshini S A,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Varshini S A**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear Varun Menon,

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Varun Menon**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Swaraj Mahindrakar,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Swaraj Mahindrakar**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

Offer Letter and Terms of Employment
Date: 13.12.2021

Dear **Manchikanti Ranga Sai Ruthvik**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 4,00,000/- (Four Lakh) per annum; upon Successful Completion of KPIT Elective (If Applicable).

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Mediclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

For: KPIT Technologies Limited



Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld", KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 20,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

Annual Health Checkup

- You and your family (Spouse, Parents and Parents in law) will be eligible for the KPIT Annual Health Checkup organized every year.

* The above Plan however can be modified on yearly basis at Employer's discretion

Terms of Employment -

Bond

- You will also be required to sign a bond of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the bond at the time of joining.

Compensation Structure

- The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.

Conditional Offer:

- The Offer is valid subject to :
    a. Passing of KPIT PACE Assessment (if applicable)
- Your joining in the organization is subject to:
    a. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
    b. Submission of all the relevant academic certificates / mark sheets.
    c. In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the Offer / employment will be terminated with immediate effect.

PACE & EkWip Program

- **PACE** (Program for Academic Collaboration and Engagement) is a KPIT flagship program, which provides foundation knowledge on the Automotive Technologies. The KPIT created courses are delivered to students while they are in the Institution for their degree program. It is recommended that Students can opt to undergo this program at their own choice to make themselves Industry ready.
- **EkWip** program is a KPIT program that engages the candidates who have been offered KPIT placement to make them KPIT ready even before they join us. This is a mandatory intense online program that is administered through digital technologies.
- Its mandatory for all the candidates who receive an offer from KPIT to complete the **PACE and EkWip** programs which includes assessments. The assessment scores will determine the on-boarding process.
- Course Contents, Subject Matter Expertâ€™s connects and assessments would be hosted through digital platforms.
- Course launch dates and duration will be communicated later, by the campus team.

Joining Date and Location

- Will be announced later by Campus team. Joining date and location depends on business need, batch planning and your PACE assessment score. On-boarding date is spread across the financial year.

Working Hours

- Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review,increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT to continue to serve its clients and customers better
- If you are deputed internationally for training, you will be required to sign an agreement to serve KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

Employment in India

- In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPITs policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator thatÂ shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English.The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in Stale Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Culture at KPIT:

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club:

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.**Â Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR):

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR Initiatives:
  - Chhote Scientists
  - Water Conservation through mass volunteering
  - Reforestation Program
  - Meet the Social Legends

Document submission

1. You are required to submit your documents in TalentOjo before 2 weeks of your joining date, for which you would receive an email from us.
2. Along with document submission, you are also requested to update your personal information and verify the Non-Disclosure Agreement before uploading your signature.
3. National Apprenticeship Training Scheme (NATS) Enrollment (mandatory)
   - You must register on NATS portal to enroll yourself in apprentice.
   - It is compulsory for fresher to register on NATS, please consider doing this on priority before joining.
   - You need to get your 16 digits NATS enrollment number on day of joining.
   - Below is the link: https://mhrdnats.gov.in/boat/contracts/getAllContracts.action

KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing),
Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi
Mumbai - 400 011 India

Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 2210
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

16 December 2022

Jv Chetan
#104,Aishwarya Bliss,7th Cross Rd, Sarakki Nagar,, 1st Phase, J. P. Nagar,, Karnataka, Bengaluru

Dear Jv,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm'**), I am pleased to offer you the position of **Analyst** in **Advisory** with the Firm. You will be part of the **Advisory - Digital Lighthouse** team.

You shall be based at our office **Mumbai** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.
In the event you fail to join latest by **19 December 2022,** this employment agreement ('Agreement') shall stand terminated.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary
Your basic salary shall be INR 275000/- (Rupees Two Lakh Seventy Five Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund
In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Comapny (CTC), you shall be entitled to a sum of INR 275000/- (Rupees Two Lakh Seventy Five Thousand only) per annum.The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

KPMG Assurance and Consulting Services LLP, an Indian limited liability partnership and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English firm limited by guarantee

KPMG (Registered) (a partnership firm with Registration No. BA-62445) converted into KPMG Assurance and Consulting Services LLP (a Limited Liability Partnership with LLP Registration No. AAT-0367), with effect from July 23, 2020

Registered Office: 2nd Floor, Block T2 (B Wing) Lodha Excelus, Apollo Mills Compound, N M Joshi Marg, Mahalaxmi, Mumbai - 400011

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments and Bonus

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the

applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of annually twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

(i) trade secrets,

(ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,

(iii) prices charged to and terms of business with clients,

(iv) marketing plans and revenue forecasts,

(v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,

(vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,

(vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e. g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence,

or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the

Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 Either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its description may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement in terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.2 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 above, the Firm notwithstanding anything to the contrary contained in clause 1.1 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.3 Without prejudice to the Firm's right as contained in Clause D.1.2, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

1.4 With the exception as laid out in Paragraph D.1.3 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. <u>Breach or Misconduct</u>

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.
In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the

Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 18-12-2022 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - Director

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'**Member of the Firm**' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term '**Member of the Firm**' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules**?

'**Covered Person**' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' **office** ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ' **immediate family members** ' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.

- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY

Jv Chetan

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	22917	275000	275000
ii) Flexible Compensation	20167	242000	242000
iii) Employer Contribution to Provident Fund	2750	33000	33000
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	**45833**	**550000**	**550000**
b) Gratuity	1102	13221	13221
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		61105*	122210**
Potential Cost to Company (Annual) (a+b+c+d)		641895	703000

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re–evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	• There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	• Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	• INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	• INR 15000 per annum • The home landline/mobile bill has to be in your name

		in order to get the benefit. This does not include prepaid mobile, broadband and data card charges. • You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	• Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) • Meal card will be credited with six (6) months balance based on the structured amount. • Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	• One purchase for a period of 36 months up to INR 1,00,000. • The bill should be in your name c/o the applicable entity. • The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	• One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. • can claim LTA for yourself and for your declared dependents provided you are travelling with them. • Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	• You can allocate up to 10% of your annual basic salary in the financial year. • You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. • You cannot have a joint account under this scheme.

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Saswath K R,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Saswath K R,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Saswath K R	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE
- -
PRINTED NAME
- -
DATE OF JOINING
- -
DATE
- -

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE
- -
PRINTED NAME
- -
DATE
- -

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Ashish Sreenivas,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Ashish Sreenivas,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

kyndryl

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Ashish Sreenivas	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Ashmit Dash,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective April 1, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

March 26, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Ashmit Dash,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e April 1, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3,Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

You need to report at the Onboarding location on the joining date at 9:00 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

© Kyndryl 2021

kyndryl

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager’s approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at

© Kyndryl 2021

your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.

- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.

© Kyndryl 2021

kyndryl

- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

kyndryl

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	March 26, 2022		
NAME	Ashmit Dash	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

© Kyndryl 2021

kyndryl

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

© Kyndryl 2021

National Pension System (NPS)
NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC
Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act
All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:
a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
b) Incase of any injury resulting in Death or permanent total disability.
c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl.

© Kyndryl 2021

kyndryl

Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

© Kyndryl 2021

kyndryl

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

© Kyndryl 2021

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this

© Kyndryl 2021

Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

_____	_____	_____	_____
Employee's Full Name (please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Siva Kumar,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Siva Kumar,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Chillakuru Siva Kumar	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE
- -
PRINTED NAME
- -
DATE OF JOINING
- -
DATE
- -

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE
- -
PRINTED NAME
- -
DATE
- -

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Dhanusha J,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Dhanusha J,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Dhanusha J	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE
- -
PRINTED NAME
- -
DATE OF JOINING
- -
DATE
- -

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE
- -
PRINTED NAME
- -
DATE
- -

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Shailendra Bilar,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Shailendra Bilar,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

kyndryl

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Shailendra Bilar	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____ Date Of Hire : __ __ / __ __ / __ __ __ __

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl 's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name (please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Shankar Shindhe,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective July 13, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

June 3, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Shankar Shindhe,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e July 13, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.

You need to report at the Onboarding location on the joining date at 9:00 a.m. Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date.

© Kyndryl 2021

kyndryl

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager’s approval, you will be deemed to have voluntarily terminated your service without notice.

© Kyndryl 2021

kyndryl

- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	June 3, 2022		
NAME	Shankar Shindhe	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

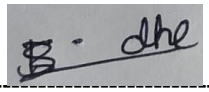
Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE 

PRINTED NAME SHANKAR SHINDHE

DATE OF JOINING 13/07/2022

DATE 04/06/2022

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : 003V8L744 Date Of Hire : 13 / 07 / 2022

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl 's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

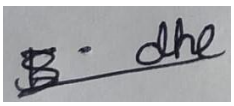
kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

SHANKAR SHINDHE		003V8L744	
Employee's Full Name (please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

L&T Financial Services

Date: 23-May-2022

APPOINTMENT LETTER

Pratyush Pandey

Dear Pratyush,

Welcome aboard!

We are pleased to appoint you as **ASSISTANT MANAGER** in **FL II** Grade for **TEAM MEMBER L2 SUPPORT.** You will be employed in the **CORE INFORMATION TECHNOLOGY** Business Unit of the Company. Your date of joining is on or before **01-Aug-2022.** The following terms and conditions will be applicable to you:

1. PLACE OF POSTING:

Your posting will be presently at **BANGALORE-HEBBAL.** However, during employment of the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location in India or abroad, without any additional remuneration, in the interest of the Company without assigning any reasons.

2. COMPENSATION & BENEFITS:

Your Cost to Company [CTC] per annum **Rs.600,000/- (Rupees Six Laconly),** which will be inclusive of Basic Salary, Allowances and such other elements as may be applicable from time to time. Compensation and career progression shall be dependent on performance / conduct and in no case shall be construed to be a matter of right.

You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowances, benefits and perquisites which are applicable to you. Further, the Company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

Your compensation review / increments and future prospects in the Company shall entirely depend on your performance and other relevant factors as Company may deem fit and in no case, they shall be automatic and / or a matter of right.

It is agreed between the Company and you that the incentive, payable if any, based on your performance and/or productivity is in lieu of any other bonus payable, including the bonus based on profits payable under any law. It is also expressly/ mutually agreed between the Company and you that the incentive payable if any, based on your performance and/or productivity shall be set off against the bonus payable based on profits under any law to the extent permissible under any law.

The remuneration comprising of Base Pay, Variable Pay, Retention Bonus and other elements, is subject to an annual review as may be decided by the Management Policy based on performance of individuals, team and company. Variable Compensation earned and payable at a future date may be deferred or reduced, notwithstanding the achievements of the performance metrics, for unforeseen circumstances such as a pandemic like Covid-19, natural disasters or an act of God, that would adversely affect the business. The Base Pay amount may similarly be subject to deferment or reduction during the employment term subject to agreement by the Parties.

Scanned with CamScanner

3. PROVIDENT FUND SCHEME :

You shall become a member of the Provident Fund immediately on joining and as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12% of your basic with a matching compulsory contribution from you. You will be required to submit necessary forms to the Human Resources Department upon your joining.

4. LEAVE :

The Privilege Leave entitlement for the 1st year of service would be 20 days. Thereafter it would be as per the prevailing Company's leave policy.

5. MEDICAL FITNESS :

Your appointment is subject to your declaration of medical fitness to perform the job assigned to you by the Company. The Company, as and when necessary, may require you to be medically examined by Company appointed medical practitioner at any time, during the period of your service. The Company reserves the right to initiate necessary actions, including termination of employment, in case a false declaration of medical fitness provided by you.

6. DUTIES AND RESPONSIBILITIES :

i) Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.

ii) You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or remuneratory except with the written permission of the Company in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

iii) You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv) You shall neither divulge nor give out information to any unauthorized person (including media) during the period of your service or, even afterwards by word of mouth or otherwise, particulars or details of our processes, know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee and which shall bring disrepute to the Company or its group companies.

v) You shall keep confidential all the information and material provided to you by the Company
or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the

Scanned with CamScanner

Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

vi) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

vii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss
of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

7. TERMINATION OF PERMANENT SERVICE :

i) You will automatically retire from the service of the Company on attaining the superannuation age of 58 years.

ii) If you absent yourself without intimation / sanctioned leave or remain absent beyond the period originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you resume your duties within 8 days from the commencement of such absence and provide explanation to the satisfaction of the Company for such absence.

iii) Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence, arising out of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.

iv) During the service period, either party to this contract shall be at liberty to terminate the same by giving to the other 3 months notice in writing or compensation (on Basic Salary basis) in lieu thereof. Provided that, such notice or compensation in lieu of shall not be payable by the Company to you in the event of any contravention or violation by you, of any of the provisions set forth in this appointment letter. It shall not be necessary for either party to assign any reason for termination of the contract. Final decision on relieving an employee in case of insufficient notice period or compensation in lieu thereof, or the decision to waive the notice period vests with the Company. Any unutilized leave, as per the Company's leave policy, may be set-off against the notice period of 3 months, at the discretion of the Company.

8. GENERAL CONDITIONS :

i. You may be selected and sponsored by the Company for familiarization / training assignments or any other institutions / organizations in India and / or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the

Scanned with CamScanner

contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.

ii. You will be required to comply with BYOD Policy (Bring Your Own Device Policy) of the Company and consequently, you will be allowed to bring personally owned devices (adhering to the Company's acceptable use policy) to the workplace and use the said devices to gain access to the application, network & IT resources of the Company. A onetime only advance shall be extended by the Company to you pursuant to the said policy, the amount of which shall be recovered from you prorated basis if your employment is terminated for any reason whatsoever within 728 days of your date of joining.

iii. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.

iv. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

v. You will intimate in writing to the Company any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.

vi. You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the Company.

vii. The present designation is subject to change depending upon work assignment from time to time.

viii. You shall abide by the rules and regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.

ix. Unless otherwise specified, any reimbursements, in the form of relocation expenses, will be fully recovered if your employment with the Company ceases within two years of joining. Any payment made, in the form of relocation expenses / notice pay or payment of sign-on bonus will be taxed as per income tax rules.

x. The information and documents provided by you are subject to verification, and upon your acceptance of this appointment grant the Company the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employee employment information with applicable external agencies

xi. Your appointment is also liable to termination in the event of the verification of your character, antecedents and testimonials are not found satisfactory. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

Scanned with CamScanner

xii. In case you join the Company in the absence of the relieving order from your previous employer, you shall do so at your own risk and undertake to keep the Company indemnified for all loss / damage by your such act.

xiii. Any dispute or difference or claims arising out of or in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by the Company, at its sole discretion. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act, 1996 and the Rules framed there under and any amendments thereto. The language of arbitration shall be English. The venue of arbitration shall be at Mumbai and courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India

xiv. Any Dispute between yourself and the Company concerning with or relating to or arising out of this employment shall be subject to the jurisdiction in Greater Mumbai only.

xv. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with any one.

xvi. This appointment is subject to the rules, regulations and policies made by the Company and detailed in the HR manual or any other circular/intimation issued by the HR team as in force at present or as may be amended, altered, modified or extended from time to time and shall be binding upon you whether or not you have signed off on such amendment or modification . If acceptable to you, please carry a duplicate copy of this letter duly signed by you in token of your acceptance of offer on your date of joining.

xvii. The risk management practices and/or policies applicable upon the Company could require the disclosure of information regarding bank account of employees working at employee grades FL I to FL IV in the Micro Loans business of the Company, and consequently you may be required to provide such information and/or declarations regarding the same. Failure or inability to disclose the above information and/or furnishing any incorrect or incomplete declaration shall be a violation of the Company's Code of Conduct. Such information may include information regarding financial transactions, if sought.

You are requested to indicate your acceptance and complete the document submission process. You would be required to carry a signed copy (with initials on all the pages) of the appointment letter on the date of Joining.

With best wishes for your assignment,
Yours sincerely,

For L&T FINANCE LIMITED.

Nilesh Dange

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993FLC060810

Registered Office
15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091.
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltfs.com

www.ltfs.com

Scanned with CamScanner

L&T Financial Services

Chief Human Resources Officer

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

NAME: PRATYUSH PANDEY

SIGNATURE: _____ DATE: 24-05-2022

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993FLC060810

Registered Office
15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091,
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltfs.com

www.ltfs.com

Scanned with CamScanner

L&T Financial Services

Annexure I			
Name	Pratyush Pandey		
Grade	FL II	Designation	ASSISTANT MANAGER

Sr. No.	Heads	Per Month (Rs.)	Per Annum (Rs.)
	Monthly Components		
A.	Basic	15,000	180,000
	House Rent Allowance	7,500	90,000
	Leave Travel Allowance	1,250	15,000
	Special Allowance	16,929	203,142
	Statutory Bonus	1,800	21,600
	Sub-Total (A)	**42,479**	**509,742**
	Statutory Benefits & Retirals		
B.	Provident Fund (Employer Contribution 12% of Basic)	1,800	21,600
	Gratuity (4.81% of Basic)	722	8,658
	Sub Total (B)	**2,522**	**30,258**
	Total Fixed Pay (A + B)	**45,000**	**540,000**
C.	**Annual Performance Bonus #**		**60,000**
D.	**Total Cost To Company (A + B + C)**		**600,000**
Rs. Six Lac Only			

Performance Bonus based on the agreed and achieved individual Key Result Areas (KRA) & Company performance and in line with the Company policy

In addition to the above, you will be covered under the following Group Insurances:

- Group Life Insurance Cover
- Family Mediclaim Cover (Details in the HR Manual)
- Group Personal Accident Cover

Yours sincerely,
For L&T FINANCE LIMITED

Nilesh Dange

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993PLC060810

Registered Office
15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091,
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltfs.com

www.ltfs.com

Scanned with CamScanner

L&T Financial Services

Chief Human Resources Officer

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993FLC060810

Registered Office
15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091,
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltfs.com

www.ltfs.com

Scanned with CamScanner

LTI
Let's Solve

Date: October 14, 2021

Ref: LTI/HR/EN3/Campus/2022

Name: Rahul Noronha

College: Dayananda Sagar College of Engineering

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Rahul Noronha,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee.** This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.30000** as per the details mentioned in **'Annexure-1'.**

2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.

3. You are required to register yourself as an'apprentice' on the apprenticeship portal http://www.mhrdnats.gov.inwithin [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.

4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**. Your appointment is in accordance with the Apprentices Act, 1961.

5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in **'Annexure-3'**.

6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

   If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter**on the **CampBuzz Portal** (https:\\campbuzz.lntinfotech.com) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. All Annexures appended herewith shall form an integral part of this letter.

8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

LTI
Let's Solve

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-4'.

12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

    If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

    We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



_____

Nikhil Govekar
Director - Campus Recruitment, Learning & OD

I have read the letter and accept the same.

_____

Signature and Date

LTI
Let's Solve

ANNEXURE-1

Name : Rahul Noronha Grade : GA2	Date : October 14, 2021
COMPONENTS	Rs. (P. M.)
Stipend	30000

Medical Insurance Premium

The Group Mediclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

LTI
Let's Solve

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma. **No Year drop allowed.**
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA
	• For the interview process, an aggregate of 60% & above till the results of the last conducted examination will be considered • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results
	• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	• Conversion from CGPA into Percentage must be calculated as per your respective University norms
	• Provisional/Passing Certificate(of all courses) must state **First class**
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• **No active/live backlogs allowed at the time of the interview process** • All backlogs (if any) must be cleared with the final semester exams • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)
	• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Let's Solve

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.

2. I am aware that this recruitment process is completely free of cost.

3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.

4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.

5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement

6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

LTI
Let's Solve

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.

B. Non-Disclosure Agreement.

C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

1. Proof of age.
2. SSC/HSC or equivalent examination mark sheets.
3. Diploma / Degree mark sheets for all the Semesters/Years.
4. Passport first & last page.
5. Four wheeler Driving License.
6. Pan card.
7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

LTI
Let's Solve

ANNEXURE-4		
Name : Rahul Noronha	Date : October 14, 2021	
Salary Grade : GE2		
Components	**Rs. p.a.**	**Rs. p.m.**
Basic		15000
Bouquet of Benefits		23800
A. Base Salary (PA)	**465600**	**38800**
Annual Incentive	0	
B. Total Variable (PA)	**0**	
C. Total Target Cash (A+B)	**465600**	
Provident Fund (PF)	21600	1800
Gratuity	8658	722
Mediclaim Premium	6773	
D. Retirals & Other Benefits	**37031**	
Cost to Company (CTC) C+D	**502631**	

LTI
Let's Solve

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB).**

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

LTI
Let's Solve

Date: October 14, 2021

Ref: LTI/HR/EN3/Campus/2022

Name: Vaishnavi A Punagin

College: Dayananda Sagar College of Engineering

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Vaishnavi A Punagin,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee.** This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.30000** as per the details mentioned in **'Annexure-1'.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You are required to register yourself as an 'apprentice' on the apprenticeship portal http://www.mhrdnats.gov.inwithin [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.
4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**. Your appointment is in accordance with the Apprentices Act, 1961.
5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in **'Annexure-3'**.
6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

   If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter**on the **CampBuzz Portal** (https:\ \campbuzz.lntinfotech.com) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. All Annexures appended herewith shall form an integral part of this letter.
8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

LTI
Let's Solve

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in **'Annexure-4'**.

12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

    If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

    We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Nikhil Govekar
Director - Campus
Recruitment, Learning
& OD

I have read the letter and accept the same.

Apunagin Oct 17, 2021.
Signature and Date

LTI
Let's Solve

ANNEXURE-1

Name : Vaishnavi A Punagin Grade : GA2	Date : October 14, 2021
COMPONENTS	Rs. (P. M.)
Stipend	30000

Medical Insurance Premium

The Group Mediclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

LTI
Let's Solve

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma. **No Year drop allowed.**
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA
	• For the interview process, an aggregate of 60% & above till the results of the last conducted examination will be considered • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results
	• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	• Conversion from CGPA into Percentage must be calculated as per your respective University norms
	• Provisional/Passing Certificate(of all courses) must state **First class**
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• **No active/live backlogs allowed at the time of the interview process** • All backlogs (if any) must be cleared with the final semester exams • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)
	• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

LTI
Let's Solve

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.

2. I am aware that this recruitment process is completely free of cost.

3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.

4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.

5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement

6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: Vpunagin

Name: VAISHNAVI A PUNAGIN

Institute Name: DAYANANDA SAGAR COLLEGE OF ENGG.

Mobile No: 9148224505

LTI
Let's Solve

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.

B. Non-Disclosure Agreement.

C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

1. Proof of age.
2. SSC/HSC or equivalent examination mark sheets.
3. Diploma / Degree mark sheets for all the Semesters/Years.
4. Passport first & last page.
5. Four wheeler Driving License.
6. Pan card.
7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

LTI
Let's Solve

ANNEXURE-4

Name : Vaishnavi A Punagin Date : October 14, 2021

Salary Grade : GE2

Components	Rs. p.a.	Rs. p.m.
Basic		15000
Bouquet of Benefits		23800
A. Base Salary (PA)	**465600**	**38800**
Annual Incentive	0	
B. Total Variable (PA)	**0**	
C. Total Target Cash (A+B)	**465600**	
Provident Fund (PF)	21600	1800
Gratuity	8658	722
Mediclaim Premium	6773	
D. Retirals & Other Benefits	**37031**	
Cost to Company (CTC) C+D	**502631**	

LTI
Let's Solve

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB).**

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: 15 July 2022

To:
Mr. Moshin Omar Ahmed
Bangalore, Karnataka

Dear Moshin Omar Ahmed,

Congratulations!

We are delighted to offer you the position of **Business Analyst** at MarketXpander and we look forward to a mutually fulfilling association.

We are very excited about the potential that you bring to the company and hope that you will find excellent opportunities to learn, contribute and grow.

Please find enclosed your employment letter and other details.

If you have any questions, please do not hesitate to contact us.

Sincerely,

G V Sridharan
Director – Talent Acquisition
MarketXpander

Dear Moshin Omar Ahmed,

We are pleased to offer you a position of **Business Analyst** to you at MarketXpander Services Private Limited ("**Company**")**.** Your total cost to company will be **₹6,00,000/-per annum** and you will be at **X1** in the organization. The break-up of the compensation and benefits applicable to you are set out in **Annexure 1** hereto and shall constitute our offer to you in full.

It is very important that you keep the terms of this employment letter highly confidential at all times. Please note that these terms are based on an individual's experience, background and potential, and are unique to each individual.

This employment letter contains the broad terms and conditions of your service which shall be subject to change from time to time ("**Employment Letter**").

Appointment:

a) Your date of appointment is effective from **18th July 2022.**
b) This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/ full–time work, without the prior written consent of the company.
c) You could be transferred to any of other offices / branches / subsidiaries/ affiliates, either domestic or abroad, should the need arise.
d) You agree to abide by the company's rules, regulations, and policies ("**Company Policies**") as may be in effect from time to time with respect to your function, grade or location where you work in.
e) Your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday) unless terminated in accordance with the terms hereof. For this purpose, the date of birth as declared in the employee personal details form will be treated as final.

I. **Compensation**:

a) Your total annual cost to company will be **₹6,00,000 (INR Six Lakhs Only)** which includes **₹5,50,000 (INR Five Lakhs Fifty Thousand Only)** as fixed component and **₹ 50,000 (INR Fifty Thousand Only)** of annual performance linked variable pay. The variable component payout cycle will be as per company policy.
b) Subject to all applicable statutory deductions and withholding taxes, you will be entitled to compensation and benefits as set out in Annexure 1 hereto which may be subject to revision in accordance with the Company Policies as modified and intimated to you from time to time.
c) Your salary will be reviewed periodically as per Company Policies.
d) Changes in your compensation and benefits are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

II. Benefits:

You will be entitled to the following:

a) You are eligible for leaves and holidays as per the company policy.
b) 'Leave Travel Assistance' as per the policy of the company.
c) You will be eligible to participate in the Company Group Medical Insurance, Company Group Personal Accidental Insurance program and Employee Benefits Program comprising of gratuity policy as per the eligibility based on Payment of Gratuity Act.

III. Confidentiality, IP Assignment, Non-Solicit and Non-Disclosure:

In consideration of the opportunities, training and access to new techniques and know- how that will be made available to you, you will be required to execute an Employee Confidentiality, IP Assignment, Non-Solicit and Non-Disclosure Agreement ("**Supplemental Agreement**") primarily to address working standards and business interests. The said Supplemental Agreement shall be considered as part of this Employment Letter and the Company shall have the right to terminate your employment in accordance with the terms hereof in case of breach of any material terms of the said Supplemental Agreement.

IV. Background check, Health check and References:

We would be conducting a background, health and reference check on your employment details. Your joining us is contingent upon our obtaining a satisfactory report on the background check and conducted by our approved agency to employment, experience, work history etc. You also undertake to ensure that all information provided by you is accurate and up to date at all times.

V. Duties and Responsibilities:

You shall, during your employment term:

a) observe and comply with the Company Policies as may be varied from time to time;
b) undertake to perform your duties in a proper and efficient manner with all due care, skill and diligence and comply with all lawful orders and instructions given by the Company in this regard;
c) use your best endeavors to promote the interests of the Company; and
d) promptly disclose to the Company each business opportunity of a type which, based upon its prospects and relationship to the business, the Company might reasonably consider pursuing. In the event of termination of your employment, the Company shall have the exclusive right to participate in or undertake any such opportunity on its own behalf, without any involvement by or compensation to you.

VI. **Termination**:

Either party may terminate the appointment by giving the other party 60 (sixty) days' written notice on confirmation. The Company reserves the right to pay or recover basic salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period and is entitled to pay salary only for the days you were in service. However, if the Company desires that you continue your employment during the notice period, you will do so.

If you are absent for a continuous period of 3 (three) working days without obtaining your manager's approval, the Company may construe this as an act of abandonment and the same will be deemed as your notice to terminate this employment.

Notwithstanding anything stated in this Employment Letter, the Company shall also be entitled to terminate your employment, if you commit an act of, or engage in action or inaction constituting:

a) an act of embezzlement, fraud, dishonesty, theft or breach of fiduciary duty to the Company;
b) deliberate disregard of the rules of the Company, by you, resulting in loss, damage, or injury to the Company;
c) any unauthorized disclosure, by you, of any of the secrets or confidential information of the Company;
d) inducement of any client or customer of the Company, by you, to break any contract with the Company;
e) inducement of any principal, by you, for whom the Company acts as an agent to terminate the agency relationship;
f) unfair competition with the Company;
g) you having become of unsound mind or an undischarged insolvent;
h) you being convicted of a criminal offence punishable with imprisonment or any act of moral turpitude, dishonesty, gross misconduct, fraud against the Company (or any subsidiary thereof) or having committed any intentional illegal conduct in the course of your employment, which prejudicially affects the material interests of the Company or is materially injurious to the Company (or any subsidiary thereof or both taken as a whole), in each case as determined by the board of directors of the Company;
i) a breach of any material term of this Employment Letter or any other agreement between you and the Company (including the Supplemental Agreement); or
j) willful, substantial and continuing neglect or inattention by you of the material duties of your employment or misconduct or gross negligence by you in connection with the performance of such duties.

Then, and in any or each such instance, the Company may, immediately upon notice to you, terminate your employment hereunder and, in the event of any such termination, you shall no longer have any right to any benefits (including future payments of salary) which would otherwise have accrued after such termination.

If in the sole opinion of the Company, you are unable to carry out the responsibilities and functions of the position held by you by reason of any physical or mental impairment for more than 60 (sixty) days in any 12 (twelve) month period, then, the Company may terminate your employment by providing you minimum notice of 30 (thirty) days in relation to such termination.

VII. Validity of the employment letter:

We would appreciate your acknowledging the receipt of this Employment Letter and acceptance of this offer.

On the day of joining, you are requested to be present at 10:00 AM for your on-boarding formalities at #33, Sector 6, 14th Cross, HSR Layout, Bengaluru 560102, Karnataka.

On the day of joining, kindly contact Ms. Priya Srivastava, Manager – HR.

Sincerely,

For MarketXpander Services Private Limited,

_____

G V Sridharan
Director – Talent Acquisition
MarketXpander

Annexure to the Employment Letter

Annexure 1: Compensation break-up

Annexure 2: Documents to be submitted on the day of joining.

Acceptance

I, **Moshin Omar Ahmed,** have read, understood and agree to accept the employment on the terms and conditions mentioned in this appointment letter and the annexes.

Name: _____ Signature: _____

Date: _____ Date of Joining (DD/MM/YY): _____

Annexure 1: Compensation break-up

Name	Designation	Level	CTC (in ₹)
Moshin Omar Ahmed	Business Analyst	X1	5,50,000

Components	Annual (₹)	Monthly (₹)
Basic	2,80,000.00	23,333.00
HRA	1,40,000.00	11,667.00
Flexible Benefits Package	1,06,400.00	8,867.00
Allowance in lieu of Employer's Contribution to PF (*)	21,600.00	1,800.00
Special Allowance	2,000.00	166.00
Total	**5,50,000.00**	**45,833.00**

Flexible package (Maximum)	Annual (₹)	Monthly (₹)
Telephone reimbursements	24,000.00	2,000.00
Professional Development	28,000.00	2,333.00
LTA	28,000.00	2,333.00
Food Allowance	26,400.00	2,200.00
	1,06,400.00	**8,866.00**

(*) FBP components are paid against bills. Unclaimed amount is carried forward to subsequent month. Unclaimed amount at the end of the year is paid as special allowance. An employee can choose to get this paid as a part of special allowance on monthly basis in which case it is completely taxable.
(#) Taxes are applicable as per statutory rules.

Annexure 2: Documents to be submitted on the joining day

1. PAN card copy
2. Aadhar Card
3. Passport copy (first and last page, all pages VISA stamps)
4. Four passport sized photographs (White Background)
5. SSLC/Class 10 certificate copy
6. Copies of all education certificates
7. Relieving letter of previous organization
8. Salary slips of previous organization

Offer Letter

Please consider this offer and respond electronically.



Mercedes-Benz

OFFER/HR/MER0001R05/4824782

July 12, 2022

Davin S Thomas
102, SRK Prestige, Aishwarya Crystal Layout
Manipal County Road, Singasandra
Bangalore
Karnataka - 560068

Dear Davin Thomas,

This has reference to your application and subsequent interview/ various discussions you had with us.

We are pleased to inform you that you have been selected by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of **Graduate Engineer Trainee** in the Company's Grade Grade **T10**, in the department of **ITP/IS**. Your work place will be **India>Karnataka>Bangalore>Mercedes-Benz Research & Development India, Embassy Crest.**

REMUNERATION

Your Total Cost to Company will be Rs. 1,000,007.00 per annum. The details of salary are as shown in Annexure I.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group

CIN:U74110KA1996PTC0213

DAIMLER



Mercedes-Benz

JOINING FORMALITIES

Your tenure will be for twelve months starting from August 9, 2022.
Please note that our payroll cut off date is the 18th day of every month and in case you join on or after the 18th day of the month, the salary for that month will be processed along with the salary for the subsequent month.

At the time of joining, please submit the following documents:
1. Photocopy of the Birth Certificate/ School Leaving Certificate
2. Photocopy of the certificate(s) of educational qualifications (A certificate of the last examination passed by you is essential)
3. Photocopy of PAN Card
4. Two color passport size photographs
Please bring all the original documents on the day of joining for verification. Also, all the photocopies are required to be self-attested.

A detailed Appointment Letter will be handed over to you at the time of your joining.

Please be informed that your appointment is subject to your successful completion of final academic course and you being found medically fit by the Medical Officer of the Company. The details related to the pre-employment medical check-up have been sent to you by email.

Please return the photo copy of this letter with your signature as a token of your acceptance for our reco

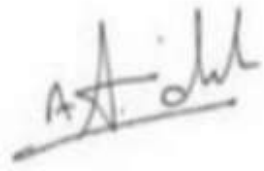
We look forward to have a long-term association with you and wish you every success in your endeavors

to learn and perform well and contribute in the growth of the Company.

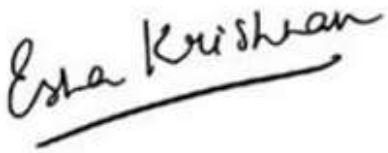
Thanking You,

Yours sincerely,

Mercedes-Benz Research and Development India Private Limited



Shashi Adsul
Vice President



Esha Krishnan
Senior Manager – Human Resources

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

ANNEXURE I

DETAILS OF REMUNERATION

Davin S Thomas

ITP/IS

S.No	Particulars	Monthly Salary (In Rupees)	Annual Salary (In Rupees)
A	**MONTHLY SALARY COMPONENTS**		
	Basic	29,571.00	354,852.00
	House Rent Allowance	11,828.00	141,936.00
	Basket of Allowances:		
	Monthly Allowance	25,078.00	300,936.00
	Leave Travel Allowance	6,250.00	75,000.00
	Telephone Allowance	1,200.00	14,400.00
	Monthly Salary	**73,927.00**	**887,124.00**
B	**OPTIONAL MONTHLY COMPONENTS**		
	Superannuation Allowance*	4,436.00	53,232.00
C	**RETIRAL COMPONENTS**		
	Company's Contribution towards Provident Fund @ 12% of basic salary		42,583.00

	Company's Contribution towards Gratuity Fund @ 4.81% of basic salary		17,068.00
D	**Cost To Company**		**1,000,007.00**

* Superannuation scheme is optional to employee and will have onetime option to be part of the scheme at the time of joining.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

Head - Human Resources
Mercedes-Benz Research and Development India Private Limited
Whitefield Palms, Plot No. 09 & 10
EPIP Zone, Phase 1, Whitefield Road
Near Satya Sai Hospital
Bangalore - 560 066, Karnataka, India

Dear Darryl Dsouza,

Receipt and Acceptance of Offer

This has reference to the offer letter no. **OFFER/HR/MER0001R05/4824782** dated July 12, 2022.

I hereby accept the offer of employment by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of Graduate Engineer Trainee in the Company's **T10** Grade, in the **ITP/IS** department.

I also agree with the terms and conditions as mentioned in the offer letter and will join MBRDI on or before August 9, 2022.

Thanking You,

Yours [illegible]ely,

Davin S Thomas

Date:

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213

Offer Response

Do Not E-Sign Until You Have Read The Above Offer

- (●) Accept the offer
- ( ) Refuse the offer

***Ful**

Thomas, Davin

***User Name**

Submit Cancel

Contact Provider

Legal Notice Cookies

Privacy Statement

© 2022 Mercedes-Benz Group AG. All Rights Reserved.

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Harinath Singi Reddy,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Harinath Singi Reddy**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

DAIMLER

Offer has been accepted

Mercedes-Benz

OFFER/HR/MER0001R1P/4501989

July 12, 2022

SAYEEDA UMAIMA SADAFUNNISA
E-1 TYPE 'V' STAFF QUARTERS,BSNL TELEPHONE EXCHANGE COMPOUND
12TH MAIN,4TH BLOCK, KORAMANGALA
Bangalore
Karnataka - 560034

Dear SAYEEDA SADAFUNNISA,

This has reference to your application and subsequent interview/ various discussions you had with us.

We are pleased to inform you that you have been selected by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of **Graduate Engineer Trainee** in the Company's Grade Grade **T10**, in the department of **ITP/IS**. Your work place will be **India>Karnataka>Bangalore>Mercedes-Benz Research & Development India, Embassy Crest**.

REM[illegible]TION

Your Total Cost to Company will be Rs. 1,000,007.00 per annum. The details of salary are as shown in Annexure I.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

JOINING FORMALITIES

Your tenure will be for twelve months starting from August 9, 2022.
Please note that our payroll cut off date is the 18th day of every month and in case you join on or after the 18th day of the month, the salary for that month will be processed along with the salary for the subsequent month.

At the time of joining, please submit the following documents:
1. Photocopy of the Birth Certificate/ School Leaving Certificate
2. Photocopy of the certificate(s) of educational qualifications (A certificate of the last examination passed by you is essential)
3. Photocopy of PAN Card
4. Two color passport size photographs
Please bring all the original documents on the day of joining for verification. Also, all the photocopies are required to be self-attested.

A detailed Appointment Letter will be handed over to you at the time of your joining.

Please be informed that your appointment is subject to your successful completion of final academic course and you being found medically fit by the Medical Officer of the Company. The details related to the pre-employment medical check-up have been sent to you by email.

Please return the photo copy of this letter with your signature as a token of your acceptance for our reco

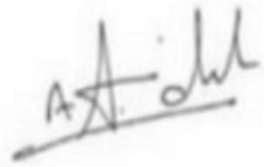
We look forward to have a long-term association with you and wish you every success in your endeavors

to learn and perform well and contribute in the growth of the Company.

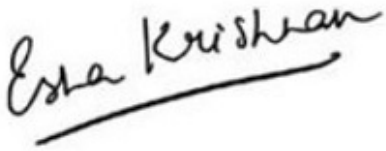
Thanking You,

Yours sincerely,

Mercedes-Benz Research and Development India Private Limited



Shashi Adsul
Vice President



Esha Krishnan
Senior Manager – Human Resources

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

ANNEXURE I

DETAILS OF REMUNERATION

SAYEEDA UMAIMA SADAFUNNISA

ITP/IS

S.No	Particulars	Monthly Salary (In Rupees)	Annual Salary (In Rupees)
A	**MONTHLY SALARY COMPONENTS**		
	Basic	29,571.00	354,852.00
	House Rent Allowance	11,828.00	141,936.00
	Basket of Allowances:		
	Monthly Allowance	25,078.00	300,936.00
	Leave Travel Allowance	6,250.00	75,000.00
	Telephone Allowance	1,200.00	14,400.00
	Monthly Salary	**73,927.00**	**887,124.00**
B	**OPTIONAL MONTHLY COMPONENTS**		
	Superannuation Allowance*	4,436.00	53,232.00
C	**RETIRAL COMPONENTS**		
	Company's Contribution towards Provident Fund @ 12% of basic salary		42,583.00

	Company's Contribution towards Gratuity Fund @ 4.81% of basic salary		17,068.00
D	**Cost To Company**		**1,000,007.00**

* Superannuation scheme is optional to employee and will have onetime option to be part of the scheme at the time of joining.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

Head - Human Resources
Mercedes-Benz Research and Development India Private Limited
Whitefield Palms, Plot No. 09 & 10
EPIP Zone, Phase 1, Whitefield Road
Near Satya Sai Hospital
Bangalore - 560 066, Karnataka, India

Dear Darryl Dsouza,

Receipt and Acceptance of Offer

This has reference to the offer letter no. **OFFER/HR/MER0001R1P/4501989** dated July 12, 2022.

I hereby accept the offer of employment by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of Graduate Engineer Trainee in the Company's **T10** Grade, in the **ITP/IS** department.

I also agree with the terms and conditions as mentioned in the offer letter and will join MBRDI on or before August 9, 2022.

Thanking You,

Yours [illegible]ely,

SAYEEDA UMAIMA SADAFUNNISA

Date:

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213

Offer electronically accepted by: SADAFUNNISA, SAYEEDA

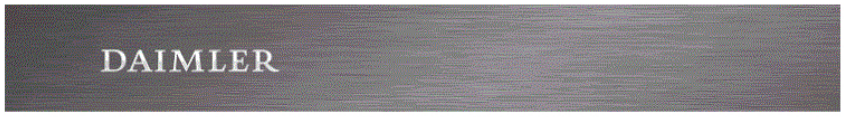
Offer electronically accepted on: Jul 12, 2022 9:29 PM

Offer electronically accepted from: 2.16.14.102

Privacy Statement

© 2022 Mercedes-Benz Group AG. All Rights Reserved.

Offer has been accepted



Daimler Truck
Innovation Center India

OFFER/HR/DAI0000TIJ/4305788
July 12, 2022

Sushmitha G
D/o Govindarajulu S #15, 2nd Main, Sri Lakshmi Venkateshwara Layout,
Vishwa Priya Nagar Extension, Near Chikka Begur, Begur Post
Bangalore
Karnataka - 560068

Dear Sushmitha G,

This has reference to your application and subsequent interview/ various discussions you had with us.

We are pleased to inform you that you have been selected by Daimler Truck Innovation Center India Private Limited (DTICI) for the position of **Graduate Engineer Trainee** in the Company's Grade Grade **DTICI_T10**, in the department of **TT/SIT - DTICI - IT Trucks & Buses**. Your work place will be **India>Karnataka>Bangalore>Whitefield Palms, Plot No. 9 & 10**.

REMUNERATION

Your Total Cost to Company will be Rs. 1,000,007.00 per annum. The details of salary are as shown in Annexure I.

Innovation Center India Private Limited
Registered Office : "Whitefield Palms"
Plot No.9 &10, EPIP Zone, Phase 1
Whitefield Road, Bengaluru - 560066, India.
Tel +91 80 6930 7200
e-Fax +91 80 6930 7228
dtici_corp@daimlertruck.com
CIN : U73200KA2021FTC149963
GST : 29AAICD6400E1ZV

DAIMLER

Daimler Truck
Innovation Center India

JOINING FORMALITIES

Your tenure will be for twelve months starting from August 22, 2022.
Please note that our payroll cut off date is the 18th day of every month and in case you join on or after the 18th day of the month, the salary for that month will be processed along with the salary for the subsequent month.

A detailed Appointment Letter will be handed over to you at the time of your joining.

Please be informed that your appointment is subject to your successful completion of final academic course and you being found medically fit by the Medical Officer of the Company. The details related to the pre-employment medical check-up have been sent to you by email.

Please return the photo copy of this letter with your signature as a token of your acceptance for our records.

We look forward to have a long-term association with you and wish you every success in your endeavors to learn and perform well and contribute in the growth of the Company.

Thanking You,
Yours sincerely,
Daimler Truck Innovation Center India Private Limited



Raghavendra Prahallad Rao Vaidya
Director



Harshavardhan Sudhir Kundalkar
Director

Daimler Truck
Innovation Center India Private Limited
Registered Office : "Whitefield Palms"
Plot No.9 &10, EPIP Zone, Phase 1
Whitefield Road, Bengaluru - 560066, India.
Tel +91 80 6930 7200
e-Fax +91 80 6930 7228
dtici_corp@daimlertruck.com
CIN : U73200KA2021FTC149963
GST : 29AAICD6400E1ZV



Daimler Truck
Innovation Center India

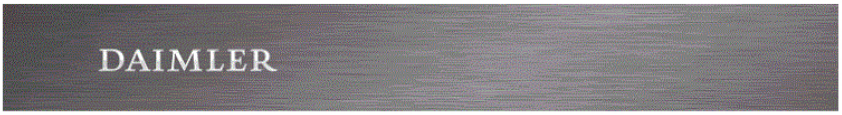
ANNEXURE I

DETAILS OF REMUNERATION

Sushmitha G
TT/SIT - DTICI - IT Trucks & Buses

S.No	Particulars	Monthly Salary (In Rupees)	Annual Salary (In Rupees)
A	**MONTHLY SALARY COMPONENTS**		
	Basic	29,571.00	354,852.00
	House Rent Allowance	11,828.00	141,936.00
	Basket of Allowances:		
	Monthly Allowance	25,078.00	300,936.00
	Leave Travel Allowance	6,250.00	75,000.00
	Telephone Allowance	1,200.00	14,400.00
	Monthly Salary	**73,927.00**	**887,124.00**
B	**OTHER MONTHLY COMPONENTS**		
	Superannuation Allowance	4,436.00	53,232.00
C	**RETIRAL COMPONENTS**		
	Company's Contribution towards Provident Fund @ 12% of basic salary		42,583.00
	Company's Contribution towards Gratuity Fund @ 4.81% of basic salary		17,068.00
D	**Cost To Company**		**1,000,007.00**

Daimler Truck
Innovation Center India Private Limited
Registered Office : "Whitefield Palms"
Plot No.9 &10, EPIP Zone, Phase 1
Whitefield Road, Bengaluru - 560066, India.
Tel +91 80 6930 7200
e-Fax +91 80 6930 7228
dtici_corp@daimlertruck.com
CIN : U73200KA2021FTC149963
GST : 29AAICD6400E1ZV



Daimler Truck
Innovation Center India

Annexure – Daimler's Global Restructuring

In Feb 2021, Daimler Group announced they would split up to spin-off and list their trucks & buses division on the stock market as an independent company. The passenger car division, which will soon be renamed Mercedes-Benz AG, would continue to focus on electric drives and vehicle software. The transaction is expected to be completed by the end of 2021. In line with this upcoming global restructuring, the various research and development activities for Daimler's Trucks & Buses business is proposed to be consolidated under a separate, newly formed India Innovation Centre headquartered at Bengaluru.

Hence, effective **November 01, 2021**, your services shall be transferred to the newly formed India Innovation Centre headquartered at Bengaluru.

About Daimler Truck AG

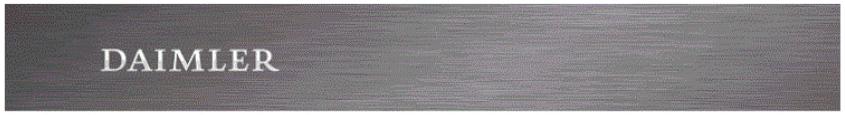
Daimler Truck AG is the world's largest Truck and Bus producer, with industry leading positions in Europe, North America and Asia, and with more than 35 main locations around the globe. In 2019, a total of around half a million trucks and buses were delivered to customers. Revenue in 2019 for the individual divisions were €40.2 billion for Daimler Trucks and €4.7 billion for Daimler Buses. EBIT amounted to €2.5 billion for Daimler Trucks and €283 million for Daimler Buses.

With more than 100,000 employees, it unites Seven brands under one roof:

- Mercedes-Benz Trucks – The Mercedes-Benz brand is a synonym for first-class product and service quality, cost-effectiveness, reliability, and sustainability. Be it for long-haul, construction site, or distribution transportation, the Mercedes-Benz brand offers the right solution for the light-duty, medium-duty, and heavy-duty truck segments.
- Setra - Setra makes luxury-class touring coaches and intercity buses and has been part of Mercedes-Benz Group AG brand since 1995.
- Freightliner Trucks – The Freightliner Trucks are an indispensable part of the North American haulage sector. In the weight classes 5 to 8 they serve a wide range of truck applications. Freightliner is the top-selling truck brand in North America in weight class 8.
- Western Star – Western Star is the premium manufacturer in North America for heavy-duty trucks for special-purpose and long-distance haulage. The Western Star focus is on reliability, performance, and the driver. Tagged as "serious trucks for serious truckers", these vehicles have striking exteriors and ideal suitability for off-road applications.
- FUSO Trucks – FUSO has made a name for itself as a go anywhere, get anything done brand the world over. Vehicles developed and produced by FUSO are known for their track record of technological innovation and high customer satisfaction.
- BharatBenz Trucks – BharatBenz is the youngest member of the Daimler commercial vehicle family. The brand was developed specifically for the Indian market. BharatBenz offers a range of ultra-modern trucks in all weight categories from 10 to 55 tonnes. All vehicles are produced locally, with components and parts sourced from Indian suppliers.
- Thomas Built Buses – They are part of the extensive product range of light- to medium-duty buses from Thomas Built Buses. Key customers include schools, childcare centers, leisure centers and transport operators. Every bus is custom built. The focus is on

vehicles that meet the discerning requirements for safety, reliability and sustainability.

Daimler Truck
Innovation Center India Private Limited
Registered Office : "Whitefield Palms"
Plot No.9 &10, EPIP Zone, Phase 1
Whitefield Road, Bengaluru - 560066, India.
Tel +91 80 6930 7200
e-Fax +91 80 6930 7228
dtici_corp@daimlertruck.com
CIN : U73200KA2021FTC149963
GST : 29AAICD6400E1ZV



Daimler Truck
Innovation Center India

Head - Human Resources
Daimler Truck Innovation Center India Private Limited/font>
Whitefield Palms, Plot No. 09 & 10
EPIP Zone, Phase 1, Whitefield Road
Near Satya Sai Hospital
Bangalore - 560 066, Karnataka, India

Dear Nikheel Sutrawe,

Receipt and Acceptance of Offer

This has reference to the offer letter no. **OFFER/HR/DAI0000TIJ/4305788** dated July 12, 2022.

I hereby accept the offer of employment by Daimler Truck Innovation Center India Private Limited (DTICI) for the position of Graduate Engineer Trainee in the Company's **DTICI_T10** Grade, in the **TT/SIT - DTICI - IT Trucks & Buses** department.

I also agree with the terms and conditions as mentioned in the offer letter and will join DTICI on or before August 22, 2022.

Thanking You,

Yours sincerely,

Sushmitha G
Date:

Daimler Truck
Innovation Center India Private Limited
Registered Office : "Whitefield Palms"
Plot No.9 &10, EPIP Zone, Phase 1
Whitefield Road, Bengaluru - 560066, India.
Tel +91 80 6930 7200
e-Fax +91 80 6930 7228
dtici_corp@daimlertruck.com
CIN : U73200KA2021FTC149963
GST : 29AAICD6400E1ZV

Offer electronically accepted by: G, Sushmitha

Offer electronically accepted on: Jul 13, 2022 3:12 PM

Offer electronically accepted from: 23.209.73.69

© 2022 Mercedes-Benz Group AG. All Rights Reserved.

Mindteck (India) Limited
AMR Tech Park, Block 1, 3rd Floor
#664, 23/24, Hosur Main Road
Bommanahalli, Bengaluru – 560068, India
(CIN: L30007KA1991PLC039702)

Tel: +91 80 4154 8000/4154 8300
Fax: +91 80 4112 5813

www.mindteck.com

February 22, 2022

LETTER OF INTENT

Tejaswini
Bangalore

Dear Tejaswini,

Further to our discussion we are pleased to make you an offer in **MINDTECK (India) LIMITED** on the following terms:

Designation	: **Member Technical Staff**
Level/Grade	: **S1, G1**
Total cost to company	: **Rs. 443,600/- Per Annum**
Base Location	: **Bangalore**
Work Location	: **Bangalore**

You are requested to join on or before **August 02, 2022** at **10:00AM**

Probation & Notice Period:

You will be on probation for a period of **6 months** from the date of your employment. Your performance will be reviewed and if found not satisfactory, then the probation may be extended accordingly in writing. The period of probation may be extended at the sole discretion of the Company. After the period of 6 months, in case your probation period is not extended, then it shall be deemed that your appointment is confirmed in the Company automatically.

The Company may, without assigning any cause, terminate your employment after confirmation, upon written notice to you. Such notice shall be effective **60 days** from the date of written notice or upon giving **60 days'** Salary in lieu of notice, and the said notice period of **60 days** shall be construed as **15 days** during your probation period.

You may terminate your employment upon written notice to the Company, such notice shall be effective **60 days** upon receipt by the Company and the said notice period of **60 days** shall be construed as **30 days** during your probation period. The Company may, however, at its sole discretion decide to relieve you from the service on any earlier date and company shall not liable to pay any compensation towards the notice period.

Mindteck reserves the right to terminate you from the service if Mindteck becomes aware of any material information that may have been concealed or misrepresented by you or your failing **Background Verification Checks** after you joined Mindteck (India) Limited. On completion of all the joining formalities and fulfilling all documentation requirements you will be formally appointed and inducted in to the organization.

No Moonlighting/Dual Employment: Once you are employed by Mindteck, you declare and agree that you are not in employment with any other organization whether full time or part time. Further, you agree that you will not accept any full time or other part-time employment or consulting work or render any professional services, without the Company's prior written consent. The breach of this clause is considered as a serious offence by you and Company shall take such action against you in addition to termination of employment.

The Company also at its discretion may or may not amend any clause expressed in this letter of intent.

Kindly convey your acceptance of the above by returning a copy of this letter with your signature and date of joining on it.

A Detailed appointment letter will be handed over to you at the time of joining,

We take pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Yours sincerely,

For Mindteck (India) Limited



Pradeep K

Vice President - Human Resources

Annexure – A

Name	**Tejaswini**	
Designation	**Member Technical Staff**	
Level/Grade	**S1,G1**	
Salary Heads	**Per Month**	**Per Annum**
Basic	15833	190000
Flexible Compensation	16019	192228
Bonus	1319	15833
Base (a)	**33171**	**398061**
Employer Contribution:		
Provident Fund (12% of Basic)	1900	22800
Gratuity (4.81% of Basic)	762	9139
Retirement Benefits (b)	**2662**	**31939**
Cost to Company (a)+(b)	**35833**	**430000**
Medical Insurance (c)	1,133	13,600
Total CTC (a)+(b)+(c)	**36967**	**443600**

- Membership of Contributory Provident Fund/Family Pension Fund/ESIC.
- Gratuity will be paid to you as per Gratuity Act l on separation of service, provided you have completed 5 years of service with the Company at the time of such separation.

We request you to kindly sign hereunder as token of your acceptance of the terms and conditions of this offer of employment with Mindteck including the compensation terms contained herein.

Acceptance

I _____agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join Mindteck India Limited on_____.

Signature _____

Date _____

Annexure B - Flexi Compensation Plan	
Items of Compensation	
Basic Salary	30% of CTC/ INR 1,90,000/- Pa
House Rent Allowance	50% of Basic Salary
Total (a)	
Flexible Compensation Plan (b)	
Leave Travel Allowance [-1]	One Month's Basic Salary
Telephone & Mobile Reimbursement [-2]	Rs. 36,000/- pa
Food Coupons [-3]	Rs. 13,200/- pa
Car Fuel Reimbursement (<1600 CC) [-4]	Rs. 21,600/- pa
Car Fuel Reimbursement (>1600 CC) [-4]	Rs. 28,800/- pa
Gift Coupon [-5]	Rs. 5000/-pa
Retirement Benefits (c) (PF & Gratuity) (c)	
Provident Fund	12 % of Basic Salary
Gratuity	4.81 % of Basic Salary (as per Act)
Cost to Company	**(a)+(b)+(c)**

Note:

1- One month basic. Paid at the end of the financial year on receipt of travel tickets.
Only the travel cost (Air fare, Train fare or Road transport) is reimbursed. The travel has to be within India and employee should be involved in the travel.

2- Telephone bill copy, pre-paid currency purchase bill in the name of the employee.

Note: Where the telephone bill is not in the name of the employee, the address on the telephone bill should be same as the address where the employee resides and there should be a declaration from the telephone owner stating that the phone is being used by the employee.

3- Paid on monthly basis in the form of meal voucher.

4- Fuel bills with vehicle no. or alternatively fuel card top up bills. Employees should submit the copy of Vehicle's RC book; this is to ensure that the vehicle is in their name only. This will be paid on monthly basis.

Note: Employees opting of this benefit will not be eligible for conveyance allowance

5- Paid on annual basis in the form of gift voucher

All reimbursements shall be drawn as per company rules subject to submission of receipts/bills or other documents. Any tax liability arising out of the payments / reimbursements now or in the future due to changes in income tax provision shall be borne by the employee.

Additional Benefits	
1. MediClaim Insurance: - All employees and their immediate dependents (Spouse & two children) are covered under Mindteck Group Mediclaim Insurance Plan unto a sum of **Rs.400,000/- (Rupees Four Lakhs Only)**. Employees have the option of covering their parents/in-laws under the Group Insurance Plan, provided the premium will have to be borne by the respective employee	
2.Group Personal Accident Coverage	**1,000,000**
3.Group Term Life Coverage	**2,000,000**

Check List to be produced at the time of joining

At the time of reporting for duty, you are required to carry this checklist along with the following documents in original together with the copies thereof:

Certificates in support of you're:

- Copy of Educational / professional qualifications
- Date of birth
- Copy of current passport (All sheets wherever any entries were made)
- Four colored passport size copies of your recent photograph.
- Copy of Relieving letter (all previous employment)
- Copy of Experience certificate (all previous employment)
- Copy of the pay-slip from your last employer
- Copies of PAN Card/Form 49A , Aadhaar Card
- Form 16 from previous employer

DISCLAIMER STATEMENT

Mindteck collects the personal information of the members in the following pages as per the statutory requirements of law of land (India) and for internal / operational Requirements at the time of joining. This information will be disclosed by Mindteck on need-to-know basis for authorized members as per the statutory requirements and/or internal consumption.

Mindtree
A Larsen & Toubro Group Company

Date:28-Oct-2021

To

Dheeraj Ng
INDIA

Dear Dheeraj Ng,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

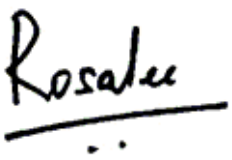
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



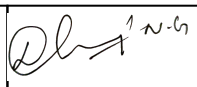
Rosalee M Kombial
Vice President-People Function

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Dheeraj Ng,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	DHEERAJ NG

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : **Dheeraj Ng**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2021 - 2022** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Dheeraj Ng

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

***** The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Mindtree
A Larsen & Toubro Group Company

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

Mindtree
A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : 

Name : Dheeraj NG

Date : Oct 30, 2021

Mindtree Offer Letter

Final Audit Report 2021-10-30

Created:	2021-10-28
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAACCAeuGuq-4t9cmC5vptCmVj1OQU-aps3

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2021-10-28 - 5:46:08 PM GMT- IP address: 20.44.36.220

Waiting for Signature by Dheeraj NG (dheeraj06122000@gmail.com)
2021-10-28 - 5:46:12 PM GMT

Document e-signed by Dheeraj NG (dheeraj06122000@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2021-10-30 - 5:04:41 AM GMT - Time Source: server- IP address: 103.154.27.29

Agreement completed.
2021-10-30 - 5:04:41 AM GMT

Mindtree
A Larsen & Toubro Group Company

Date:28-Oct-2021

To

Creflo Joel
INDIA

Dear Creflo Joel,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Creflo Joel
30/10/21

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

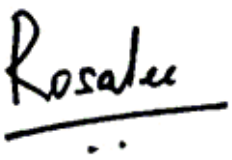
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

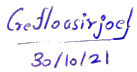
We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Creflo Joel,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	Creflo Joel 30/10/21
Your Name in Capital letters	CREFLO JOEL

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : **Creflo Joel**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2021 - 2022** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Creflo Joel

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

***** The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Creflo Joel
30/10/21

Mindtree
A Larsen & Toubro Group Company

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Geethalakshmi Joel
30/10/21

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Geflaasirjoel
30/10/21

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

Geethasinjoel
30/10/21

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

Geffloosirjoel
30/10/21

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Geethanjali
30/10/21

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

Geflossirjoel
30/10/21

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Geflaasirjoel
30/10/21

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

Geflaasirjoel
30/10/21

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Geffloosirjoel
30/10/21

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : 

Name : Creflo Asir Joel

Date : Oct 30, 2021

Mindtree
A Larsen & Toubro Group Company

Date:28-Oct-2021

To

Kevin Paul
INDIA

Dear Kevin Paul,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

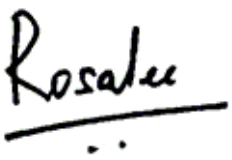
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kevin Paul,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	Kevin Paul Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)
Your Name in Capital letters	KEVIN PAUL

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : **Kevin Paul**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2021 - 2022** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Kevin Paul

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

***** The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : Kevin Paul
Kevin Paul (Oct 29, 2021 11:53 GMT+5.5)

Name : KEVIN PAUL

Date : Oct 29, 2021

Mindtree Offer Letter

Final Audit Report 2021-10-29

Created:	2021-10-28
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2fDVkK4NyOPGsXBYh7ZLyYe1P8jH3Yta

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2021-10-28 - 5:51:14 PM GMT- IP address: 20.44.36.220

Waiting for Signature by Kevin Paul (kevinpaul319@gmail.com)
2021-10-28 - 5:51:18 PM GMT

Document e-signed by Kevin Paul (kevinpaul319@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2021-10-29 - 6:23:09 AM GMT - Time Source: server- IP address: 45.112.148.2

Agreement completed.
2021-10-29 - 6:23:09 AM GMT

Mindtree
A Larsen & Toubro Group Company

Date:28-Oct-2021

To

Lava Br
INDIA

Dear Lava Br,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Lava Kumar

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee

Rosalee M Kombial
Vice President-People Function

Lava Kumar

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Lava Br,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	LAVA BR

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name **: Lava Br**

Salary Grade **: C1**

Designation **: ENGINEER**

Stipend **: INR 26,000 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2021 - 2022** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Lava Br

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

***** The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Lava Kumar

Mindtree
A Larsen & Toubro Group Company

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Lava Kumar

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Lava Kumar

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

Lava Kumar

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

Lava Kumar

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Lava Kumar

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

Lava Kumar

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Lava Kumar

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

Lava Kumar

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Lava Kumar

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

Mindtree
A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : Lava Kumar

Name : Lava Kumar BR

Date : Oct 29, 2021

Mindtree Offer Letter

Final Audit Report 2021-10-29

Created:	2021-10-28
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ-qC54v4vOIzMGE97EJv5C-P7PIjI61R

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2021-10-28 - 5:52:14 PM GMT- IP address: 20.44.36.220

Waiting for Signature by Lava Kumar BR (kumarlava649@gmail.com)
2021-10-28 - 5:52:19 PM GMT

Document e-signed by Lava Kumar BR (kumarlava649@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2021-10-29 - 4:26:30 PM GMT - Time Source: server- IP address: 49.207.204.25

Agreement completed.
2021-10-29 - 4:26:30 PM GMT

Mindtree
A Larsen & Toubro Group Company

Date:28-Oct-2021

To

Madhavan V
INDIA

Dear Madhavan V,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

a) 10th, 12th and graduation (all semesters) mark sheets originals;
b) Degree completion/provisional certificate original;
c) Pan card original;
d) Aadhaar card original; and
e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

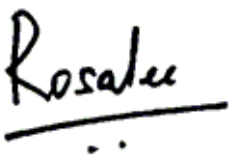
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Madhavan V,** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	Madhavan V Madhavan V (Oct 30, 2021 11:34 GMT+5.5)
Your Name in Capital letters	MADHAVAN V

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : **Madhavan V**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2021 - 2022** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : Madhavan V

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

***** The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.

- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/ facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Mindtree
A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature : Madhavan V
Madhavan V (Oct 30, 2021 11:34 GMT+5.5)

Name : Madhavan V

Date : Oct 30, 2021

mybliss

Yashwant Kumar Singh
Namratha residency, AECS Layout - A Block,
Singasandra, Bengaluru, Karnataka 560068

January 13, 2023

Dear **Yashwant Kumar Singh,**

We're delighted to extend this offer of employment for the position of **Software Engineer (FullStack)** with mybliss, Inc. . Please review the enclosed summary of terms and conditions for your employment with us. If you accept this offer, your start date will be **Mon, 23rd Jan 2023,** or another mutually agreed upon date, and you will report to **Ankit Saini.**

Position. Your title will be **Software Engineer**, and you will report to the Company's **Engineering Head, Ankit Saini.** This is a full-time position. While employed at mybliss, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Cash Compensation. The Company will pay you a starting salary at the rate of Rs 8.4 Lakhs per year payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Stock Options. Subject to the approval of the Company's Board of Directors or its Compensation Committee, and following the adoption by the Company of an equity incentive plan, you will be granted an option to purchase 5000 shares of the Common Stock of the Company or its parent (the "Option"). The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted. The Option will be subject to the terms and conditions applicable to options granted under the Company's Stock Plan (as adopted, the "Plan"), as described in the Plan and the applicable Stock Option Agreement. You will vest 25% of the Option shares after 12 months of continuous service. The balance will vest 25% annually over the next 36 months of continuous service, as described in the applicable Stock Option Agreement.

Employment Relationship. Your employment with the Company will be "at-will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter of agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at-will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

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

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

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

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before [Date]. Upon accepting this employment offer, mybliss will provide you with the necessary paperwork and instructions.

Scanned with OKEN Scanner

mybliss

Sincerely,

Jitendra Vyas
CEO

Signatures:

Company Representative (Sign):

Company Representative (Print): Jitendra Vyas

Date: January 13, 2023

Applicant (Sign): Yashwant Kr. Singh

Applicant (Print): Yashwant Kumar Singh

Date: January 13, 2023

Scanned with OKEN Scanner

January 13, 2023

Mr Akshaykumar Sinnur
Vinayaka men's PG, 8th Cross Rd, Tavarekere,
Narayan Gowda Layout 1st Stage, BTM Layout
Bangalore - Karnataka
PIN: 560029

Dear **Akshaykumar Sinnur,**

Strictly Private & Confidential

Sub: Appointment letter - Software Engineer - Trainee

We are pleased to offer you a position as a **Software Engineer - Trainee** at **L1A** Level with Ness Digital Engineering (Ness). We are delighted to welcome you to the team! You are joining Ness at an exciting time, and we know your fresh thinking and expertise will help us in our rapid growth and success.

Your annual total cost of compensation to the company will be INR. **500004**/- (**Rupees Five Lakhs Four** only).

Please refer Compensation (Refer to Annexure - I for the details) and Benefits for additional details on your compensation and statutory deductions.

We would like you to join us on or before **February 13, 2023.** Please inform us of your decision by **January 16, 2023** else the offer stands void**.**

We look forward to a mutually rewarding association with you at Ness.

Yours sincerely,
For Ness Digital Engineering (India) Private Limited

Sameer Patel
AVP & Head – Talent Acquisition

Naveen Kumar Anjanappa
Director – HR Operations & C&B

ACCEPTED

_____
By : **Akshaykumar Sinnur**
Date :
Start Date :

Annexure – I

Name : Akshaykumar Sinnur
Designation : Software Engineer - Trainee
Level : L1A
Location : Bangalore

	Components	Amount in Monthly (INR)	Amount in Yearly (INR)
Basic (A)	Basic Salary	15100	181200
Allowances (B)	House Rent Allowance	7550	90600
Benefits (C)	Flexible Benefits*	14939	179268
	Statutory Bonus**	1000	12000
	Employer Contribution to Provident Fund	1812	21744
	Employer Contribution to Gratuity	725	8700
	Mediclaim Insurance & Personal Accident Insurance	541	6492
Total (A+B+C)		41667	500004

Note:
***Flexible Benefit Plan:** Flexible Benefit Plans offers you the flexibility to opt for certain company provided benefit which will be disbursed as per the guidelines of Flexible Benefit Plan as per your eligibility.

Indicative FBP Components	Per Month	Payable	Indicative FBP Components	Per Month	Payable
Leave Travel Allowance	Up to 1812	Annually	Car Maintenance Reimbursement	Up to 0	Monthly
Meal Pass	1100 or 2200	Monthly	Two-Wheeler Maintenance	Up to 0	Monthly
Education Reimbursement	Up to 2500	Biannually	Health / Sports Club Membership Fee	1% of Basic	Monthly
Children Education Allowance	100	Monthly, per child	Telephone/Mobile & Internet Bill	Up to 2000	Monthly
Children Hostel/Boarding Allowance	300	Monthly, per child	Books and Periodical	Up to 1000	Biannually
Car Fuel Reimbursement	Up to 0	Monthly			
Two-Wheeler Fuel Reimbursement	Up to 0	Monthly			
NPS – National Pension System	Min.500 and Up to 10% of Basic				

** Statutory Bonus – This component will be paid on a quarterly basis and adjusted against any statutory bonus payout, if applicable
**** Employee contribution towards ESI, if applicable as per government regulations, will be reflected under deductions in the monthly pay-slip.

In addition to the compensation indicated above, your CTC will include other benefits applicable as per company's policy

Sameer Patel
AVP & Head – Talent Acquisition

Naveen Kumar Anjanappa
Director – HR Operations & C&B

Exhibit B

TERMS AND CONDITIONS OF EMPLOYMENT

You are expected to devote your full business time, attention and energies to the performance of your duties with the Company. Your place of work will be **Bangalore,** India. Under the terms of this Agreement, and without the need to terminate the employment relationship, the Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

You also hereby consent and agree to any amendments to these Terms and Conditions of Employment, as deemed necessary by Ness. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you.

Compensation: Your annual compensation is in accordance with the Company's standard payroll practices for salaried employees in India. The compensation will be subject to the usual deductions including deductions for tax and statutory contribution normally to be withheld by an employer in India and will be subject to adjustment pursuant to the Company's compensation policies in effect and your performance.

In case you are assigned to work outside your normal place of posting, the specific deputation letter would notify you of any changes in the compensation and benefits. In the event you are sent abroad on training and / or project work, you may be required to sign an Agreement for service with the company as per the policy of the company.

Other payables: You shall be liable to get the shift allowances, bonus, incentives, awards payables and any other payables as and when it is applicable and you will be notified on such payables in advance.

Employee Benefits: You will be entitled, during the term of your Employment, to the Company's standard health, vacation, and other benefits covering employees in positions similar to yours and based in India. Employer contributions and employee deductions will be paid into the appropriate mandated plans. A list of public holidays recognized by the Company and other benefits information will be provided to you once you join the Company. If you are deputed for an overseas assignment, the deputation letter specific to your place of posting will specify the leave entitlements.

Proprietary Information and Inventions Agreement: You will be required to sign the Ness standard Proprietary Information and Inventions Agreement, a copy of which will be provided to you on the date of joining. You will also be required to sign the proprietary and Inventions Agreement of our client(s), you are assigned to.

Period of Employment: The age of retirement shall be 60 years and on superannuation you shall be entitled to such benefits as are available under the law and or the rules framed by the company

Transfer and Placement: During the course of your employment, you shall be liable for transfer from one department to another department, from one place to another place within India and you may also be assigned overseas depending upon your suitability thereof. You may be transferred or assigned to any of the subsidiaries which are in existence now or may be set in future or to any projects of the company directly undertaken or of the client engagements on the basis of the Build-Operate-Transfer depending upon the business requirement of the company. Generally, there shall be no change in the service conditions applicable to you on such transfer or assignment and if there are any changes the same will be informed to you before you are transferred or assigned, as the case may be.

Termination of employment: Company may at anytime terminate your employment by giving you three month's notice in writing or by paying three month's basic salary in lieu of notice. You shall serve the three month's notice term in the event of your resignation from the company and releasing you prior to the stipulated three month's of notice time will be purely at the discretion of the management.. Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms, or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company so serious in nature that the terminating party could not reasonably be expected to continue the Agreement for any period of time.

Recovery: In case you leave employment with Ness without serving three months notice, the Company shall hold all rights to impose/ charge as liquidated damages an amount equivalent to three month's basic salary or any other amount as may be decided by the management (and allowances - incase you are currently deputed for an overseas assignment) from any amount that may be due. Such imposition will be evaluated on case to case basis and exercised based on management decision. If the management decides to recover the same, only then you will be required to pay such amounts to the Company. Any decision of the management in this regard will be binding on you.

In the event of separation from services of the company, (separation can also include termination on performance grounds), within 18 months of joining, the Company has the right to recover the amount if paid to you in the form of Relocation Reimbursement / Joining Bonus or any other expenses incurred which is not part of the compensation structure.

Background Verification: Upon your joining, Ness shall, directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. Ness reserves the right to terminate without notice, the employment contract, at any point during the course of employment, if the background verification report is found incongruent with the information & credentials provided by you. Additionally, i*n such an eventuality, Ness shall require you to refund the salary paid including employee benefits availed, if any, till such date.*

Validity: This offer of appointment will not be valid and will be withdrawn under the following circumstances.

- Not reporting to work on the accepted date
- Not agreeing to execute the Employee Proprietary Information, Inventions and Non competition Agreement
- Unsatisfactory feedback on your credentials from any of the references furnished by you.
- Any other essential information that has been suppressed or falsely provided.

General: Please note that individual salary is a confidential matter and not to be discussed with any other employee

I have read and accepted this employment offer:

Date _____

Planned start date: _____

Name: **Akshaykumar Sinnur**

Signature: _____

JOINING INSTRUCTIONS

Welcome! Here are few points to assist you with smooth joining & onboarding process at Ness.

- **Joining Date:** Monday, February 13, 2023
- **Joining Time:** 9:30 AM
- **Contact Person:** Divyashree
- **Contact Person Number:** 7411792785

To complete the joining formalities in time, please find below the checklist of **mandatory** documents that you are requested to bring along with originals for verification:

1. Photocopy of the offer letter, Exhibit A and Exhibit B, duly signed

2. Copy of Passport (wherever the entries are made).

3. Copies of academic certificates (the last degree along with Mark sheets and certificates).

4. Four passport size photographs **(only with grey background)**.

5. The following documents from all the previous employment(s) (MANDATORY).
   - ✓ Relieving letter
   - ✓ Service letter
   - ✓ Salary certificate
   - ✓ Offer letter &
   - ✓ Latest salary revision letters, if any

6. Copy of form 16 / Form 12B

7. Copy of PAN Card and Aadhar card

8. Permanent address proof- for which you may provide a copy of any one of the below only

   - Drivers license
   - Passport
   - Ration card
   - Voters id card

Request you to carry the originals to be verified.



Dear **Akshaykumar Sinnur,**

You will be glad to know that Ness offers you a gamut of benefits to choose from, ensuring your aspirations, ambitions and needs are met.

Based on your level **L1A** you are entitled for the following –

Entitlements (in INR)	
Group Mediclaim Insurance (per annum)	***300000***
Soft Advances (in INR)	
Salary Advance	
Personal Exigencies	***70% of Monthly Salary***
Rental Deposit Advance	***50000***
Other Valued Benefits	
Free Annual health check at reputed hospitals	
Rewarding incentive plans for referral selected candidates	

You are also eligible for:

1. Maximum entitlement of 15 days of earned leaves, 2 days of Casual leaves, 6 days of Sick leaves and 1 day of Personal leave in a year which does not include holidays
2. You are eligible to participate in the Group Mediclaim Insurance policy availing the cashless benefit for you and your family
3. To share happy moments of your life, we gift you Birthday gifts, Wedding gifts and New born gifts (Through equivalent NessPraise points)
4. Benefits are subject to change at management discretion

Notes -
This document is by no means the complete policy. Preview of the above benefits is attached with this document; you may visit https://home.in.ness.com (Ness Info → Human resources→ Benefits, polices, Procedure) for complete details.



Group Mediclaim Insurance

You and your family have been insured through this Mediclaim policy for the sum insured, as per the table given below:

Level	Sum Insured per person
L1A	Rs. 300000/-

Family includes the Spouse, and up to two children as dependents. It may please be noted that parents, brothers, sisters, grandparents, and do not fall under this facility/category.

Group Term Life provides life insurance benefit (as per below table) to you which in turn is a financial security for your family and dependents. The face amount is not taxable in hands of beneficiary.

Group Term Life	
Level	**Sum Insured per person**
L1A	Rs. 500000/-

Salary Advance

With a clear background verification check salary can be availed in advance for exigencies instead of the Last Working Day of the month with a maximum eligibility for Salary Advance is 70% of Net Salary once in a calendar year.

Rental Deposit Advance

With a clear background verification check you are entitled for rental deposit advance as given below -

Level	L1A
Amount	Rs.50000/-

The advance amount will be deducted in 12 equal monthly installments from the employees' salary. Employee can avail this advance up to a max of 2 times in his tenure with gap of 2 years from the date of existing advance closure.

Note:

Only Hyderabad employees can avail a maximum of 6 month rentals (cannot exceed the eligibility as per the level mentioned above) based on the prevailing practice in Hyderabad.



Annual health check

Ness has tied up with leading hospitals to conduct specific tests for employees. The cost for the check-up for employees above the age of 30 years would be borne by the company.
Employees below the age of 30 years and dependents can avail the facility at their own cost.

Referral Policy

All employees are eligible to refer candidates against positions advertised under the employee referral plan. Immediate manager and Recruitment team will not be eligible for employee referral bonus.

Level	Reward (in Rs.)
L1, L2	RS.15000
L3,L4	RS.25000
L5	RS.30000
L6A & Above	RS.40000

Annexure – II

Name	**:** Akshaykumar Sinnur
Designation	**:** Software Engineer - Trainee
Level	**:** L1A
Location	**:** Bangalore

Retention Bonus Clause:

You will receive **Rs. 1,00,000/- (Rupees One Lakh only)** as retention Bonus which will be part of your compensation and will be paid in two installments, post deduction of applicable taxes. The first installment of **Rs. 75,000/- (Rupees Seventy-Five Thousand only)** will be paid along with your **9th Month** Salary and the second installment of **Rs. 25,000/- (Rupees Twenty-Five Thousand only)** will be paid along with your **12th Month** salary, unless specified otherwise. This bonus will be merged with your CTC post completion of 1 year from your date of joining. This bonus will be recovered in full and will not merge with CTC, if you are serving notice period or if you do not remain on the roles of Ness on or before the completion of 1 year from your date of joining Ness. The interpretation of this bonus component solely rests with Ness Management.

Sameer Patel
AVP & Head – Talent Acquisition

Naveen Kumar Anjanappa
Director – HR Operations & C&B

Date:07th December 2022

To,
Ms. Anusha J,
Mob: 9035965579,
E-mail: anushajgowda2001@gmail.com

Sub: Letter of Intent

Dear Anusha,

Congratulations! We are pleased to offer you employment with **Pi Square Technologies India Pvt Ltd**., in the capacity of **Graduate Engineer Trainee, Engineering Technology Group** at our India Tech Center, **Bengaluru Office**. However, your deputation will be at **M/s. Nexteer India Software Centre - SEZ Unit at Bengaluru.**

Joining Day & Date	Friday, 09th November, 2022
CTC	**INR 4,50,000.00/- p.a.** (Four Lakhs Fifty Thousand Only), standard deductions applicable. Please refer **Annexure- I.** You will be eligible to participate in our performance review program, cycle scheduled in 2024/ 2025. Subject to meeting goals during the first year. Based on your achievement and meeting the goals your compensation might get reviewed. Work Mode: Work from Office
Holidays & PTOs	As per the client
Reporting To:	Mr. Raja Vikram Reddy

You are requested to kindly sign and send the duplicate copy of this offer letter to **hr.india@pisquaretech.com** as a token of your acceptance within 48 hours from the date of offer, after which the offer letter will be void. For any assistance / query you can reach out to our HR team at +91 8309999324.

Issuance of **appointment letter** is contingent on successful completion of background verifications.

We look forward to you joining the Company. We are confident for your significant contribution towards organization and your personal growth.

Wish you all the success!!

For Pi Square Technologies India Pvt. Ltd.

Mohammad Saleem Altaf
Manager – Human Resources

_____
Read Understood & Accepted
Candidate's Name & Signature
Date

Enclosures: Annexure - 01 – 04

Contd..01

Annexure – I

Compensation structure

Gross Pay Components	Amount Per Month	Amount Per Year
Basic	₹ 18,750	₹ 225,000
HRA	₹ 7,500	₹ 90,000
Basket of Other Allowances	₹ 8,549	₹ 102,583
Gross Pay	**₹ 34,799**	**₹ 417,583**
Retiral Benefits		
PF Employer	₹ 1,800	₹ 21,600
Gratuity	₹ 901	₹ 10,817
Total Retiral Benefits	**₹ 2,701**	**₹ 32,417**
CTC (Cost to Company)	**₹ 37,500**	**₹ 450,000**
Pre-Income Tax Take Home	**Amount Per Month**	**Amount Per Year**
Gross Salary	₹ 34,799	₹ 417,583
(-) PF Employee	₹ 1,800	₹ 21,600
(-) Professional Tax	₹ 200	₹ 2,400
Take Home	**₹ 32,799**	**₹ 393,583**

Note:

- Statutory deduction applicable.
- Taxes are applicable as per statutory rules.
- Tax exemption documents must be submitted, if applicable.
- Employment terms & conditions will be administered as per clauses & condition mentioned in Employee Service Agreement - **ESA**

I, **Anusha J,** acknowledge that I have read, understood, and accept the above employment / compensation terms and conditions contained and agree to be bound by them.

Signature: Date:

Contd..2

Annexure - 2
List of Documents

Kindly send the soft copies of below mentioned documents to hr.india@pisquaretech.com

1. All Previous Employment Offer Letters (If employed) and Reference letters – if available	2. All Revision Letters (if employed)
3. All Relieving Letters (if employed)	4. Last 3 Months Pay Slips (if employed)
5. Resume – 2 sets	6. PAN Card
7. Valid Address Proof	8. PF Account Number & Health Insurance (If existing)
9. Signed Authorization Letter for Background Verification (Annexure A)	10. Educational Passing Certificates (10th till Highest Education)
11. Covid Vaccination Certificates	12. Professional Certificates (if any)
13. Photographs - Casual Photo (soft copy), Passport Size Photographs – 3(hard copy and soft copy)	14. Bank account details – copy of cancelled cheque or first page of bank pass book

Annexure - 3

Terms and Conditions of Employment

Probationary Period	Nil
Resignation	Should you wish to resign / terminate your employment with Pi Square Technologies India Pvt. Ltd. without breaching this agreement, you are required to give an advance notice of **three (3)** months, in writing to the company to enable us to transition your work, failing which to no relieving formalities would be facilitated. Please refer to **Employee Service Agreement (ESA),** all the T&C and clauses will be applicable in case for resign / separation of your employment from the company before the agreed period.
Termination	Your employment with Pi Square Tech will be terminated without any notice or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable: • Failing to meet the background qualification criteria • Unauthorized absence during the employment • Non-compliance to Pi Square Tech integrity policy and other disciplinary expectations If an event of a layoff is ever required, it may be implemented in accordance with the requirements of the relevant Indian Employment Law.

I, **Anusha J,** acknowledge that I have read, understood, and accept the above employment terms and conditions contained and agree to be bound by them.

Signature: Date:

Contd..3

Annexure - 4
Letter of Authorization – Background verification

I Son/ Daughter/ Wife/ of	
aged	years
having address at	

hereby solemnly affirm and sincerely state as follows:

- I hereby certify that all the documents/ information provided by me are out of my own free will.
- I understand that the records will be used only for such purposes arising out of my employment and will not be given to any unauthorized person.
- I hereby authorize Pi-Square Technologies India Pvt Ltd. and/or its agents to conduct any reference check, and background verification so that the hiring decision may be evaluated at any point of time.
- I hereby agree that during the reference checks and background verifications, my previous employers or such persons contacted for checks and verifications may be informed that the reference checks and background verification are done on behalf of Pi-Square Technologies India Pvt Ltd.
- I hereby authorize Pi-Square Technologies India Pvt Ltd. to share the reference checks and background verification reports to such third party as may be required for audit and other reasonable purposes.
- In the event that Pi-Square Technologies India Pvt Ltd. is unable to verify any reference stated in this application, it is my responsibility to furnish the necessary documentation.
- I hereby confirm and agree that any submission of false or misleading information will entitle Pi-Square Technologies India Pvt Ltd. to terminate my employment forthwith.

Signature:

Full name: **Anusha J**

PAN Card:

Date:

End

EN18CS0084

Omega Healthcare

STRICTLY CONFIDENTIAL

Date: 22-Dec-2021

To:

DEEPAK E
EMP ID: 1007983
Bengaluru-I

Dear DEEPAK,

This is with reference to your offer letter dated **22-Dec-2021**. We are pleased to appoint you as **Analyst** in Grade **1A,** with effect from **22-Dec-2021.**
The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as **Analyst**. **The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.**
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Bengaluru-I,** your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical

Omega Healthcare

processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/qusai-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
22. **INTELLECTUAL PROPERTY :** All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
23. **INDEMNITY :** You shall indemnify the Company against any loss, damage, proceedings which the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross

ENG18CS0089 ✓

Omega Healthcare

STRICTLY CONFIDENTIAL

Date: 22-Dec-2021

To:

DHARNESH KUMAR B
EMP ID: 1008056
Bengaluru-II

Dear DHARNESH,

This is with reference to your offer letter dated **22-Dec-2021**. We are pleased to appoint you as **Analyst** in Grade **1A**, with effect from **22-Dec-2021.**
The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as **Analyst. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.**
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Bengaluru-II,** your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical

Omega Healthcare

processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/qusai-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
22. **INTELLECTUAL PROPERTY :** All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
23. **INDEMNITY :** You shall indemnify the Company against any loss, damage, proceedings which the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross

Omega Healthcare

dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the loss/damage.

24. **RELATIONSHIP WITH DIRECTORS :** You will declare your relationship, if any, with any of the Directors of the Company in terms of section 6 of The Companies Act, 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

25. **LEAVE :** You will be entitled for availing leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy will be treated as "Absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company.

26. **NON-SOLICITATION :** You agree to undertake that during the term of your employment with the Company and for a period of 2 years thereafter immediately following the termination of your employment with the Company, you shall not:-

(a) Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

(b) Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity.

(c) Join the services or be associated in any manner with any organization which is undertaking or seeks to undertake any activity in India, competing with the business of the Company.

You also acknowledge and agree that the above restriction are considered reasonable for the legitimate protection of the business and the goodwill of the Company, in the event that such restriction shall be found to be void, but will be valid if some part therefore was deleted or the scope, period or area of application were reduced. The above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid, binding and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times, observe and be bound by the spirit of this clause. Any dispute arising out from this shall be resolved through arbitration process under the India Arbitration and Conciliation Act. Arbitration language shall be in English only and place of Arbitration and jurisdiction of courts shall be Bengaluru city only.

27. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organized by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.

28. **FORCE MAJEURE:** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood, pandemic, endemic occurrences and acts and regulations of the Government of India/respective State Government or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7 (seven) day of the

Omega Healthcare

alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 15 days, the Company shall have the option of cancelling the employment in whole or in part thereof at its own discretion. For the period of force majeure, no remuneration shall be payable on account of no work being assigned or carried out by you for whatsoever reason.

29. **BACKGROUND VERIFICATION/ PAST RECORDS/ ASSURANCE AND UNDERTAKINGS:** we are offering you the employment in our Company as per the details mentioned in the appointment letter basing it on your assurance, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificate, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserve its right to examine, verify and investigate [on our own or through our agent's/consultants team] the correctness, truth or veracity of the various documents submitted by you and all other information and undertakings. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully or concealed any material information, in such cases company reserves right to take appropriate disciplinary action as deemed fit including removal from services without any notice.

30. **NOTICE :** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be by sending letter in physical form or by way of email or other electronic modes of services and accordingly any mode of service is sufficient service of notice or any other communication upon you and no further confirmation of email or electronic communication is required.

31. **SEVERABILITY :** if any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

32. We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team. Please acknowledge this letter by clicking on the link as a token of your acceptance to the terms and conditions mentioned.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

Omega Healthcare Management Services Private Limited
Regd. Office: 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017.
P: +91 80 4155 7333
US Office: 2424, North Federal Highway, Suite #205, Boca Raton, Florida 33431.
E: mail2omega@omegahms.com
www.omegahms.com
CIN# U85110KA2003PTC032846

ODCEM

Date: 16th August 2021

Dear Syed,

We are happy to extend you an offer from **ODCEM Technologies Pvt. Ltd. (OneDirect)**.

The key elements of the offer are outlined below:

- Your job title at the commencement of your employment will be **Full Stack Developer.**
- Your initial place of posting will be **"Bangalore"**.
- Your date of joining as an intern will be from **January 2022,** where you will be compensated with a monthly stipend of **Rs. 20,000/- for 6 months.**
- Your total cost to the company (CTC) will be: **INR Rs. 20,00,000/-** (Including your fixed, variable and other components accordingly).

Contact person at the time of joining: Saanya Singhani

Location: ODCEM Technologies Pvt. Ltd.

Address: Ground Floor, BPL Building, South Wing, 11 KM, Arekere, Bannerghatta Road, Bangalore - 560076

Your appointment is subject to reference check, verification of information provided by you and successful completion of the 6 months internship.

In addition, your employment will be contingent upon you entering into confidentiality, noncompetition and similar obligations and restrictions with respect to proprietary information of the company that are customary within the industry. By signing this letter agreement, you represent and warrant to the company that you are under no contractual commitments, including without limitation non-competition agreements or similar type of restrictive agreements, inconsistent with your obligations to the company.

Kindly send your acceptance to the offer extended at: saanya.singhani@onedirect.in

We look forward to you having a long and fruitful relationship with ODCEM Technologies Pvt. Ltd.

Authorized Signatory,

Offer Acceptance Acknowledgement

Yours Sincerely,

Candidate Name: Syed Shahabaaz Ahmed

Signature: Syed Shahabaaz Ahmed

OPERATIVE

Monday, Aug 1, 2022

Date: August 1st, 2022

Name: Anirban Saha
Address: Pune
Mobile: 8910868054
Email: anirbansaha173@gmail.com

Dear Anirban,

Subject: Offer of Employment as Trainee Engineer

We refer to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of **Trainee Engineer.**

Please find below, the terms and conditions of your employment with **Operative India Pvt. Ltd.**

Designation	: Trainee Engineer
Place of work	: India Office
Annual CTC	: ₹5,50,000.00 per year (Five Lakhs Fifty Thousand Rupees only)

**The detailed Breakup of the salary has been included as an Annexure*

1. Validity:

This letter of offer shall be valid until Aug 1st, 2022 and you must accept it on or before the stipulated date. If we do not hear anything from you till the stipulated date, we shall consider that you have declined the offer. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you. Further, the Company also reserves the right to

withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company and also in event of unsuccessful reference checks

2. Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job not later than **1st Aug 2022**. In case you do not report at job on or prior to agree upon date, it shall be deemed that you have declined this offer.

3. Place of Posting & Transfers:

The work location for this position is our **JOB LOCATION (Bangalore/ Pune),** and the company operates a hybrid model [A copy of Operative's Telecommuting Policy will be sent to you for signature upon joining].

4. Duties:

In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.

5. Annual Leave:

You will be eligible for 32 days of Leave per annum, which will be credited to you monthly on a pro-rata basis from the date of joining. While we encourage you to avail of this facility, you are required to plan your leave with your superiors and team members such that work does not suffer in your absence. (PlannedLeaves–20,CasualLeaves–4,SickLeaves–8)

6. Medical & Personal Accident Insurance:

You will be covered by the Medical Insurance schemes of the Company. The details of the Medical Insurance schemes of the Company will be given to you upon joining the Company.

7. VariablePay:

You will be eligible for a Variable Bonus of **INR** per Bonus Plan Year, based on individual and company performance [pro-rated after a 3 month Hold Period, and according to the Terms of the Bonus Plan that will be sent to you for signature under separate cover].

Bonuses are based on active and continuous service. If you should leave the Company or be serving Notice for any reason, no Bonus shall be payable.

Based on your performance and business metrics, you may be entitled to a Variable Pay element of **INR 50,000/-** per annum, according to the current terms and conditions of the scheme. The bonus is not guaranteed.

You are eligible to participate in the Company Bonus Plan and your annual on-target performance/variable pay is INR 50,000/-

Payments are subject to certain terms and conditions, including a 3 month Hold Period, personal performance and company performance.

A copy of the Plan will be sent to you for signature under separate cover.

1. **Probation:**

You will be on training for a period of three (3) months from the date of your joining the organization. You will be evaluated/ assessed periodically during the training period and if you are not able to complete the training successfully, the organization holds the right to terminate the employment without any prior notice. You will be on a 3-month probation once you complete the training successfully. Upon completion of the probation period of three (3) months, your services stand confirmed unless otherwise it is intimated to you in writing. Termination of services upon confirmation require Two (2) months' notice in writing from either the management or yourself as the case may be.

9. Rules:

You shall be governed by the rules and regulations of the Company in force or amended from time to time during the course of your employment. Such rules may be communicated to you in oral or written form once after you join.

10. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to the Company except with prior written consent of an authorize officer of the Company. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any

artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other.

Person or persons while in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the company and shall belong to and be the absolute property of the Company.

You will not during your employment with the Company or at any time thereafter, divulge or make known any Information in any way whatsoever relating to the Company or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information or any other information gained or acquired or imparted to you in the course of your employment.

You hereby confirm that you have disclosed, fully to the Company, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of the Company and all circumstances in respect of which there is or there might be, a conflict of interest between the Company and you or any immediate relative or associate. You agree to disclose, fully to the Company, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with the Company, you shall forthwith return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under you

11. Conflict of Interest/Non-Compete:

Your position with the Company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written permission from the Company**.**

You agree that during your engagement to perform services hereunder and, for two years thereafter, you will not provide to any Client for whom Operative has contracted your services or any contractor of any such Client, or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly. You also agree that you will not solicit any Operative employees or contractors, either directly or indirectly, for any employment or other opportunities outside of Operative, for a period of two years after termination of your employment with Operative. You further agree that during the term of this Agreement, and for a period of two (2) years thereafter, you shall not, directly or indirectly, provide any services to or for a competitor of Operative. Unless otherwise agreed by Operative in writing, you

shall not perform any work, which would utilize, technology that infringes Operative intellectual property, or would involve an inevitable disclosure of Operative trade secrets.

12. IncomeTax:

Your emoluments will be subject to deduction of income tax as per the provisions of Income Tax Act, 1961 and other applicable laws.

13. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Operative has a business relationship any gift or favor other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favor. This is viewed very seriously as an abuse of trust placed by Operative in the employee and would attract severe penal action from the Company

14. Harassment:

Operative is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability and sexual orientation will amount to violation of the Company policy and would attract strict disciplinary action from the company, including termination of services of the employee.

15. General:

You will keep us informed of any changes of your residential address or civil status. Prior to commencement of your employment, you and the Company shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only the Company but also of other affiliated Operative companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

16. Separation:

Employees are required to serve 2 months’ notice if they resign from the organization.

The employer will not be liable to pay for the remaining days of notice period, if employee resigns from the services and requests for an early relieving. If an employee is found to have violated

ethics/behavior, (refer above) or committed an act of gross misconduct, employer reserves the right to terminate his/her employment without notice and may choose not to pay any severance.

Shortfall of notice period, if any, can be waived off at manager's discretion and approval. During the notice period the employee will not be permitted to avail any leaves or any option of working remotely. All "planned" leave accrued during the employees' tenure in the organization will be encashed during the time of final settlement

17. On joining, you are requested to please provide copies of the following documents, as and where applicable:

Relieving letter from your current employer Salary details of your current employment Letter(s) supporting prior work experience Certificates of educational qualifications
Tax Summary sheet (or latest Form 16) as applicable from your current employer 4 passport size color photographs with white back ground.
PAN Card Adhar Card
A copy of cancelled cheque with your name printed on it

We welcome you once again to Operative and sincerely wish you a rich and rewarding career!

Yours faithfully,
For Operative

Madhavi G
VP HR, India

ANNEXURE A: COMPENSATION STRUCTURE

Name: Anirban Saha
Designation: Trainee Engineer

	Monthly	**Annual**	**Details**
Fixed CTC	**45,833**	**5,50,000**	
	Monthly	**Annual**	

Basic	13,750	1,65,000	Basic is 30% of the CTC amount
HRA	6,875	82,500	HRA is 50% of the Basic
Statutory Bonus	2,750	33,000	Bonus is 20% on the Basic
S.All/ FBP	20,058	2,40,700	Special Allowance is CTC less all other components
FBP Vehicle (Car)	-		FBP is part of Special Allowance Any bills submitted against these categories will be excempted from tax to that extent
FBP Telephone	-		
FBP LTA	-		
FBP Food Coupon	-	-	
Gross Salary	**43,433**	**5,21,200**	
Employer PF	1,650	19,800	PF is 12% on Basic / Gross (As applicable)
ESI / Medical Insurance	750	9,000	ESI is applicable if the Gross salary of an employee is less than 21000
Variable Pay		50,000	
CTC	**45,833**	**6,00,000**	

Notes:

Flexible Benefit Plan: Employees have the option to restructure their FBP under the following heads:

Fuel & Maintenance Telephone & Broadband Sodexo Coupons LeaveTravelAssistance

Medical Insurance

Group Medical Insurance Coverage

Your salary will be reviewed on an annual basis. There is no obligation on the Company to increase the level of your salary at a review so salary is subject to review annually.

Statutory deductions such as IT and Profession tax, as applicable, will be borne by you.

Offer Letter Acceptance

I have read and accept this offer of employment:

Anirban Saha

Anirban Saha

22/08/2022

Date

Optimum InfoSystem
mpowering business with technology

May 12, 2022

To A Ajay Venkatesh
G1 Ramakrishna Residency, 6th Cross Adarsh Nagar,
Kaval Byrasandra, Bangalore-560032
Mob No.: 9743966179

Subject: Empanelment as an Intern

Dear Ajay,

Apropos the discussions you have had with us and on perusal of your CV, we have the pleasure to apprise you as follows: -

1. That, we would like to empanel you as Intern in our Organization, and scope of work would be Intern for Optimum, Bangalore.

2. You will diligently carry out such work and duties as required and assigned to you from time to time.

3. Your empanelment with us will commence on 16th May 2022 and will conclude on 3 months from the date of joining, the engagement might extend after the internship program leading to employment with us based on your performance and business requirement unless re-scheduled/extended by the undersigned and/or the Management of our Organization.

4. That, the nature of your association with our Organization would be only as empanelment as **Intern** and not as any form of employment.

5. That, you will be entitled to a consolidated professional fee @ **Rs. 12,000.00 (Rs. Twelve Thousand Only)** per month. The professional fee payable shall be calculated pro-rata based on the actual number of days worked in the month as per the approved timesheet.

6. Applicable TDS and other taxes, if any, payable on this empanelment will be deducted from fees specified above. GST as applicable will be paid on production of documents evidencing the tax paid by you.

7. You will be entitled to and eligible to receiving the consolidated professional fees only for the completed assignments duly approved by the respective authority and during the duration of your actual empanelment with us.

8. It must be expressly understood by you that empanelment is of purely contractual nature and does not create any relationship of employee / employer between you and Optimum InfoSystem Pvt Ltd.

9. You will not be entitled to and will not be eligible to receiving any other remuneration, compensation, or benefits of any kind, other than the aforesaid consolidated professional fees.

10. You will take out an appropriate insurance policy to cover yourself against certain contingencies or risks like accident, injury or death during the currency of the contract. The Company shall not be responsible for any such eventuality which may arise out of and in the course of your assignment in the Company / Client's premises nor shall the Company/ Client be liable to pay any damage or compensation to you or to any third parties.

11. That, you will need to submit Time Sheets with approval of your reporting authority for the calendar month.

12. The empanelment can be terminated by either side, i.e. either you or by the undersigned/Management of our Organization by giving formal notice in writing Thirty (30) days in advance.

13. Unless specified otherwise by the undersigned, your principal liaising points will be Mr. V Venkatanarasimhan, Vice President in our Organization.

14. During the period of your association as an empaneled Consultant, we would expect you to execute your roles and responsibilities with integrity, professionalism, dedication and commitment.

15. In the event of your willful misconduct or non-performance at work, the company reserves the right to terminate this contractual empanelment without providing any notice, what-so-ever.

16. You are required to submit copies of your credentials to the aforesaid principal liaising point in our Organization.

Kindly acknowledge this communication and confirm your acceptance.

Thanking you,

Yours Sincerely,

For and on behalf of **Optimum InfoSystem Pvt. Ltd.,**

Bhargava VG
Digitally signed by Bhargava VG
Date: 2022.05.12 10:47:22 +05'30'

Bhargava V G
Vice President

Agreed and accepted

A. Ajay Venkatesh

A Ajay Venkatesh

JOCKEY

July 14, 2022

Ms. Sahana M
#C-758, Nisarga, Off Sarjapur
Road, Near Patalamma Tank
Bundh Jayanna Layout, Attibele
Anekal, Bangalore
Karnataka - 562107.

Letter of Offer

Dear Sahana,

Congratulations and welcome to Page Industries Limited!

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of ***Trainee – IT (Retail Transformation).***

You will be head quartered at ***Cessna - 3, Bangalore.***

Your remuneration and other terms and conditions of your employment have already been discussed and accepted by you. A detailed letter of appointment will be issued to you once you join the organization.

This offer is valid subject to verification of the credentials and employment history furnished by you.

You are requested to join ***on or before July 18, 2022***

We once again welcome you to Page family and wish you a bright career with us.

For Page Industries Ltd.,

Ravi Kumar P
Chief People officer

2-Feb-2022

Naveen A
Noida**

Dear **Naveen,**

Sub: Offer letter for the position of Software Engineer

Kindly refer to your application for employment at One97 and our subsequent discussions. We would be happy to offer you the position of **Software Engineer** in **Grade- MG01 A** in our company on the following terms and conditions:

1. A detailed brief on KRAs and scope of work will be given to you on joining.
   Your total Gross CTC is **Rs. 1000000/-** per annum.
2. You will be entitled for onetime Retention Bonus of Rs. **100000** to be paid after 1st Year. This amount will be recoverable if you leave the employment before 18 months.
3. You will also be eligible for Employee Stock Options worth Rs. **500000** with a vesting period of 5 years. All your ESOPs will have a discounted vesting Price of Rs. 9/- each. ESOP vesting schedule is as follows:

   a. 1st Year – 10% of Total ESOPs
   b. 2nd Year –20% of Total ESOPs
   c. 3rd Year – 20% of Total ESOPs
   d. 4th Year – 25% of Total ESOPs
   e. 5th Year – 25% of Total ESOPs

   ESOP vesting is also linked with the ESOP performance rating process for every vesting period. ESOP performance rating will be based on multiple parameters like impact made on overall business, behavioral maturity, track record of displaying Paytm values etc., which are independent of the bell curve or annual appraisal normalization process
4. This is the total cost to company and all necessary taxes will be deducted at source as per statutory requirements. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
5. You will be governed by the company's Personnel Policy, Rules of Conduct, Non-Disclosure Agreement and all other company policies as applicable to you from time to time.
6. You will be expected to join duty on **7/18/2022**, the Business hours begins from 9.30 A.M. onwards.
7. This offer is subject to your background check which company may do pre or post employment and in case of any negativity company may take any necessary disciplinary action which may lead to termination.
8. You shall be on probation for a period of six (6) months.
9. A detailed appointment letter will be issued to you on your joining.
10. Please confirm your acceptance by email to this email address within the next two working days, failing which this offer will automatically stand withdrawn.
11. Within three days of accepting our offer please send us the copy of your resignation letter accepted by your current organization.

12. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.
    a. Last company appointment letter
    b. Last company relieving letter
    c. Second Last company relieving letter
    d. Graduation – Degree or mark sheets
    e. Post-Graduation – Degree or mark sheets
    f. Certifications if any
    g. PAN Card
    h. DL/ Passport/ Aadhar Card
    i. Bank Account Proof (Original Cancelled Cheque)
    j. 5 Passport Size Photographs

13. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause, any expenses incurred by the company on your hiring such as relocation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

Your appointment at One97 will be subject to submission of mandatory documents and its successful verification. In case of delay in submission of few documents, it will impact your joining clearance and further impact payroll processing.
We look forward to welcoming you aboard the One97 team.

**You are mapped to the Noida office but will be required to work from home until further notice. Once office resumes, HR will get in touch with you to confirm your Joining Location

Best regards,
Nitinesh Sharma
Human Resources
One97 Communications Ltd.
B-121, Sector-5
Noida
www.one97.com | www.paytm.com

Annexure

2-Feb-2022

Employee Name: **Naveen A**
Designation: **Software Engineer**
Grade: **MG01 A**

CTC Structure		
Salary Components	**Monthly(Rs)**	**Yearly(Rs)**
Basic	41667	500000
House Rent Allowance	20833	249996
Special Allowance/Flexi Benefits Bucket*	19033	228396
EPF Contribution Employer	1800	21600
Performance Linked Incentive (PLI)#	0	0
Total Salary (CTC)	**83333**	**1000000**

Others		
Gratuity	2004	24050

Note

Mediclaim Insurance: All employees are covered under mediclaim insurance as per the policy.

Flexi Benefits Options*
Gift Coupons
Food Allowance / Coupons
Car Operating Option (MG3 & above)
Chauffeur's Salary Reimbursement (MG3 & above)
Fuel Reimbursement (MG3 & above)
LTA

CTC can be re-structured at the time of joining.

*please confirm flexi benefits options to be availed on your joining day itself
#If applicable
$ payable Annually

Perfios
REALTIME ANALYSIS & DECISIONING SOLUTION

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

Date: 22nd December 2021

Dear **Aishwarya D Shetty,**

With reference to the discussions/Interview we had with you during campus recruitment, we have the pleasure in appointing you in our Company as **Software Development Engineer** at our Bengaluru office.

1. **DATE OF APPOINTMENT**
   You are required to join on or before 1st February 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

   As a token of your acceptance, please return a signed copy of this offer letter with the mention of your date of joining.

   You are requested to report at 10:30 am to complete the joining formalities at the address mentioned on the letter head. On the date of joining, you are required to submit the copies of the documents as per **Annexure C** (which shall be shared to you via email during June 2022).

2. **COMPENSATION AND BENEFITS**
   Your Gross Compensation will be Rs. **10,00,000**/- (**Ten Lakhs Only**) per annum (Rs. 9,00,000 lakhs Fixed and 1,00,000 paid to you upon successful completion of one year with the organization).

3. **BOND FORMING EMPLOYMENT OFFER:**

   a. The Campus Hire acknowledges that in addition to salary and other benefits, the Company is investing in the training of the Employee to hone your skills and make you productive asset so that you will drive revenue.

   b. Further acknowledges that within a period of 1 year and 2 months, the Company shall be in a position to recover its investment through the skills acquired by the Employee.

   c. In recognition of the above, should you decide to quit the organization after being in employment for less than the above-mentioned duration (1 year and 2 months) for any reason, you agree to pay a sum of Rupees Two Lakh (Rs. 2 Lakh) by way of compensation to the Company for its investment.

   Legalities:

   d. The Company has legal right to exercise this clause.

   e. In the event you do not agree to pay the said amount the company shall be forced to withhold your Experience Certificate and Relieving Certificate until the amount is recovered.

4. **SALARY REVIEW**
   Your Compensation and Benefits will be reviewed periodically as per Company Policy. Your increments in the grade are discretionary and will be subject to and on the basis of effective performance and results during the period.

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

5. **LEAVE, HOLIDAYS & WORKING HOURS**
   You will be entitled to leave, holidays and working hours as applicable to your category of employees and location of posting.

6. **RETIREMENT**
   Your retirement age is 58 years.

7. **PROBATIONARY PERIOD**
   You will be on probation for a period of Six months from the date of your appointment/joining. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed or your probation may be extended at the sole discretion of the Company.

8. **TRANSFER**
   You may be transferred in such capacity as the Company may from time to time determine to any other location, department, establishment, or branch of the Company or subsidiary, associate or affiliate of the Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment, if any.

9. **RESPONSIBILITIES**
   In view of your official duties you must effectively perform to ensure the expected results are achieved. You may be expected to work extra hours to achieve this whenever the job so requires.

10. **TRAVEL**
    You may be required to undertake travel on Company work and you will be reimbursed travel expenses for this as per the Company rules.

11. **PAST RECORD**
    If any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable for removal from service without any notice.

12. **EMPLOYMENT AGREEMENT**
    Your appointment is subject to your execution of the Employment Agreement as per the format in **Annexure B** (which will be signed at the time of Joining).

13. **TERMINATION**
    Subject to successful completion of the commitment period as detailed in point 12 above, termination provisions will be as provided in the Employment Agreement. However for sake of clarity, your employment with the Company is 'at will' employment and you will be required to provide a minimum of Two (2) months' notice period for your resignation from the Company.

We welcome you to Perfios Software Solutions and look forward to a long and mutually beneficial association.

Yours sincerely
For PERFIOS SOFTWARE SOLUTIONS PRIVATE LIMITED
RAMGOPAL SUBRAMANI
Digitally signed by RAMGOPAL SUBRAMANI
Date: 2021.12.22 21:44:16 +05'30'
Ramgopal Subramani
Chief Operating Officer

Perfios
REALTIME ANALYSIS & DECISIONING SOLUTION

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

Date: 22nd December 2021

Dear **Mucherla Manish Kumar Guptha,**

With reference to the discussions/Interview we had with you during campus recruitment, we have the pleasure in appointing you in our Company as **Software Development Engineer** at our Bengaluru office.

1. **DATE OF APPOINTMENT**
   You are required to join on or before 1st February 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

   As a token of your acceptance, please return a signed copy of this offer letter with the mention of your date of joining.

   You are requested to report at 10:30 am to complete the joining formalities at the address mentioned on the letter head. On the date of joining, you are required to submit the copies of the documents as per **Annexure C** (which shall be shared to you via email during June 2022).

2. **COMPENSATION AND BENEFITS**
   Your Gross Compensation will be Rs. **10,00,000**/- (**Ten Lakhs Only**) per annum (Rs. 9,00,000 lakhs Fixed and 1,00,000 paid to you upon successful completion of one year with the organization).

3. **BOND FORMING EMPLOYMENT OFFER:**

   a. The Campus Hire acknowledges that in addition to salary and other benefits, the Company is investing in the training of the Employee to hone your skills and make you productive asset so that you will drive revenue.

   b. Further acknowledges that within a period of 1 year and 2 months, the Company shall be in a position to recover its investment through the skills acquired by the Employee.

   c. In recognition of the above, should you decide to quit the organization after being in employment for less than the above-mentioned duration (1 year and 2 months) for any reason, you agree to pay a sum of Rupees Two Lakh (Rs. 2 Lakh) by way of compensation to the Company for its investment.

   Legalities:

   d. The Company has legal right to exercise this clause.

   e. In the event you do not agree to pay the said amount the company shall be forced to withhold your Experience Certificate and Relieving Certificate until the amount is recovered.

4. **SALARY REVIEW**
   Your Compensation and Benefits will be reviewed periodically as per Company Policy. Your increments in the grade are discretionary and will be subject to and on the basis of effective performance and results during the period.

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

5. **LEAVE, HOLIDAYS & WORKING HOURS**
   You will be entitled to leave, holidays and working hours as applicable to your category of employees and location of posting.

6. **RETIREMENT**
   Your retirement age is 58 years.

7. **PROBATIONARY PERIOD**
   You will be on probation for a period of Six months from the date of your appointment/joining. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed or your probation may be extended at the sole discretion of the Company.

8. **TRANSFER**
   You may be transferred in such capacity as the Company may from time to time determine to any other location, department, establishment, or branch of the Company or subsidiary, associate or affiliate of the Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment, if any.

9. **RESPONSIBILITIES**
   In view of your official duties you must effectively perform to ensure the expected results are achieved. You may be expected to work extra hours to achieve this whenever the job so requires.

10. **TRAVEL**
    You may be required to undertake travel on Company work and you will be reimbursed travel expenses for this as per the Company rules.

11. **PAST RECORD**
    If any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable for removal from service without any notice.

12. **EMPLOYMENT AGREEMENT**
    Your appointment is subject to your execution of the Employment Agreement as per the format in **Annexure B** (which will be signed at the time of Joining).

13. **TERMINATION**
    Subject to successful completion of the commitment period as detailed in point 12 above, termination provisions will be as provided in the Employment Agreement. However for sake of clarity, your employment with the Company is 'at will' employment and you will be required to provide a minimum of Two (2) months' notice period for your resignation from the Company.

We welcome you to Perfios Software Solutions and look forward to a long and mutually beneficial association.

Yours sincerely
For PERFIOS SOFTWARE SOLUTIONS PRIVATE LIMITED
RAMGOPAL SUBRAMANI
Digitally signed by RAMGOPAL SUBRAMANI
Date: 2021.12.22 21:30:17 +05'30'
Ramgopal Subramani
Chief Operating Officer

Perfios
REALTIME ANALYSIS & DECISIONING SOLUTION

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

Date: 22nd December 2021

Dear **S Jatin,**

With reference to the discussions/Interview we had with you during campus recruitment, we have the pleasure in appointing you in our Company as **Software Development Engineer** at our Bengaluru office.

1. **DATE OF APPOINTMENT**
   You are required to join on or before 1st February 2022 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

   As a token of your acceptance, please return a signed copy of this offer letter with the mention of your date of joining.

   You are requested to report at 10:30 am to complete the joining formalities at the address mentioned on the letter head. On the date of joining, you are required to submit the copies of the documents as per **Annexure C** (which shall be shared to you via email during June 2022).

2. **COMPENSATION AND BENEFITS**
   Your Gross Compensation will be Rs. **10,00,000**/- (**Ten Lakhs Only**) per annum (Rs. 9,00,000 lakhs Fixed and 1,00,000 paid to you upon successful completion of one year with the organization).

3. **BOND FORMING EMPLOYMENT OFFER:**

   a. The Campus Hire acknowledges that in addition to salary and other benefits, the Company is investing in the training of the Employee to hone your skills and make you productive asset so that you will drive revenue.

   b. Further acknowledges that within a period of 1 year and 2 months, the Company shall be in a position to recover its investment through the skills acquired by the Employee.

   c. In recognition of the above, should you decide to quit the organization after being in employment for less than the above-mentioned duration (1 year and 2 months) for any reason, you agree to pay a sum of Rupees Two Lakh (Rs. 2 Lakh) by way of compensation to the Company for its investment.

   Legalities:

   d. The Company has legal right to exercise this clause.

   e. In the event you do not agree to pay the said amount the company shall be forced to withhold your Experience Certificate and Relieving Certificate until the amount is recovered.

4. **SALARY REVIEW**
   Your Compensation and Benefits will be reviewed periodically as per Company Policy. Your increments in the grade are discretionary and will be subject to and on the basis of effective performance and results during the period.

Perfios Software Solutions Private Limited
No. 66/5-25, 5th Floor, "Indiqube-HM Vibha Building"
Lasker Hosur Road, Adugodi, Bangalore - 560 030
Tel: +91-80-46249600 www.perfios.com
CIN - U72200KA2008PTC046602

5. **LEAVE, HOLIDAYS & WORKING HOURS**
   You will be entitled to leave, holidays and working hours as applicable to your category of employees and location of posting.

6. **RETIREMENT**
   Your retirement age is 58 years.

7. **PROBATIONARY PERIOD**
   You will be on probation for a period of Six months from the date of your appointment/joining. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed or your probation may be extended at the sole discretion of the Company.

8. **TRANSFER**
   You may be transferred in such capacity as the Company may from time to time determine to any other location, department, establishment, or branch of the Company or subsidiary, associate or affiliate of the Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment, if any.

9. **RESPONSIBILITIES**
   In view of your official duties you must effectively perform to ensure the expected results are achieved. You may be expected to work extra hours to achieve this whenever the job so requires.

10. **TRAVEL**
    You may be required to undertake travel on Company work and you will be reimbursed travel expenses for this as per the Company rules.

11. **PAST RECORD**
    If any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable for removal from service without any notice.

12. **EMPLOYMENT AGREEMENT**
    Your appointment is subject to your execution of the Employment Agreement as per the format in **Annexure B** (which will be signed at the time of Joining).

13. **TERMINATION**
    Subject to successful completion of the commitment period as detailed in point 12 above, termination provisions will be as provided in the Employment Agreement. However for sake of clarity, your employment with the Company is 'at will' employment and you will be required to provide a minimum of Two (2) months' notice period for your resignation from the Company.

We welcome you to Perfios Software Solutions and look forward to a long and mutually beneficial association.

Yours sincerely
For PERFIOS SOFTWARE SOLUTIONS PRIVATE LIMITED

RAMGOPAL SUBRAMANI

Digitally signed by RAMGOPAL SUBRAMANI
Date: 2021.12.22 21:39:21 +05'30'

Ramgopal Subramani
Chief Operating Officer

1

Offer Letter Body

Reference: Persistent/Campus/1388337/3.0

Confidential

Sep 14, 2021

C D Karthik
Lakshmi layout,
Bangalore.

Dear Karthik,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading ‘Statutory Bonus / Ex-gratia’ will be eventually considered towards ‘Ex-gratia’. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards ‘Statutory bonus’ and balance, if any, left towards ‘Ex-gratia’ in retrospect.

(as per the Company policy) –
This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows
- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of ‘on the job’ observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –

1. Acceptance of Offer

a. The offer is valid till the date of joining decided by the Company.
b. Please send us your acceptance of the offer on or before **September 27, 2021**.
c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
e. As per the business requirement, kindly take the following actions:
i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location
At the time of joining you will be posted at **Bengaluru** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion
Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period
You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.
In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Savitha Damodaran** at **savitha_damodaran@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Ranjitha G (Ph.No.- 91-80-61359293)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Bengaluru
4th and 5th Floor, Block 9, Primal Projects Pvt. Ltd. SEZ (PRITECH PARK), Survey Nos. 51 to 64/4 & 66/1, Belandur Village, Varthur Hobli, Bengaluru East Taluk, Bengaluru UrbanBengaluru, Karnataka, India 560103.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

i. Salary Breakup Sheet (Annexure-A)
ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date: **Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Sep 14, 2021**
Grade: **3.0**
Location: **Bengaluru**
Name: **C D Karthik**
Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		**31,778**
	Total for the year [M * 12] [A]		**381,336**
II	**Variable Components**		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		**43,008**
III	**Annual Component**		
	Provision for your gratuity **[C]**	4%	5,664
	Annual Gross Salary [A + B + C]		**430,008**
IV	**Major Benefits [Average cost per person p.a.]**		
	Insurance* and Food* [D]		**41,000**
	Cost To Company (CTC) [A + B + C + D]		**471,008**

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
  - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
  - Maternity Leave (ML) - As statutory requirement
  - Paternity Leave (PAL) - 5 Days
  - Child Adoption Leave (CAL) - 10 Days
  - Study Leave (STL)
  - Long leave
  - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**	*** Insurance Policy**
- Lunch, Snacks	- Group Term Life Insurance
	- Personal Accident
	- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries
You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.
Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents
You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

1

Offer Letter Body

Reference: Persistent/Campus/1388337/3.0

Confidential

Sep 14, 2021

Dharanishree PS
Lakshmi layout,
Bangalore.

Dear Dharanishree,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading ‘Statutory Bonus / Ex-gratia’ will be eventually considered towards ‘Ex-gratia’. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards ‘Statutory bonus’ and balance, if any, left towards ‘Ex-gratia’ in retrospect.

(as per the Company policy) –
This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows
- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of ‘on the job’ observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –

1. Acceptance of Offer

a. The offer is valid till the date of joining decided by the Company.
b. Please send us your acceptance of the offer on or before **September 27, 2021**.
c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
e. As per the business requirement, kindly take the following actions:
i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location
At the time of joining you will be posted at **Bengaluru** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion
Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period
You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.
In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Savitha Damodaran** at **savitha_damodaran@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Ranjitha G (Ph.No.- 91-80-61359293)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Bengaluru
4th and 5th Floor, Block 9, Primal Projects Pvt. Ltd. SEZ (PRITECH PARK), Survey Nos. 51 to 64/4 & 66/1, Belandur Village, Varthur Hobli, Bengaluru East Taluk, Bengaluru UrbanBengaluru, Karnataka, India 560103.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

i. Salary Breakup Sheet (Annexure-A)
ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date: **Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Sep 14, 2021**
Grade: **3.0**
Location: **Bengaluru**
Name: **Dharanishree PS**
Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		**31,778**
	Total for the year [M * 12] [A]		**381,336**
II	**Variable Components**		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		**43,008**
III	**Annual Component**		
	Provision for your gratuity **[C]**	4%	5,664
	Annual Gross Salary [A + B + C]		**430,008**
IV	**Major Benefits [Average cost per person p.a.]**		
	Insurance* and Food* [D]		**41,000**
	Cost To Company (CTC) [A + B + C + D]		**471,008**

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
  - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
  - Maternity Leave (ML) - As statutory requirement
  - Paternity Leave (PAL) - 5 Days
  - Child Adoption Leave (CAL) - 10 Days
  - Study Leave (STL)
  - Long leave
  - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

****Food**	*** Insurance Policy**
- Lunch, Snacks	- Group Term Life Insurance
	- Personal Accident
	- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries
You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.
Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents
You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter's card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

From:	"Careers At Persistent" <careers@persistent.com>
To:	muskaan.sinha2708@gmail.com
Date:	9/14/2021 1:01:16 AM
Subject:	Offer of employment at Persistent Systems

Dear Muskaan,

It gives us immense pleasure to share with you electronic offer letter (click here to view) . Do confirm your acceptance online by .

To log in to portal, please use “MUSKAAN_SINHA” as your user name and use the Forgot Password link to receive a new password on your email.

Please note that the offer details are confidential between you and Persistent and we would appreciate if you do not disclose or discuss the same with anybody.

If you have any queries, do get in touch at Savitha Damodaran at .

Looking forward to welcome you in Persistent soon!

PS: This offer stands valid subject to positive reference by your current/previous employer (if applicable).

Regards,
Team Persistent

Note: This is a system generated email. Do not reply to this email.

Date: 1-July-2022

To,
Vikas P
vikaspaswan05pr@gmail.com
7071737771

Dear Vikas P,

We are extremely delighted to welcome you to our **PRATIAN FAMILY.** As valued member of our family, we look forward to you playing an important role in helping us achieve our Vision, uphold our Values and live our Culture.

As an organization we value **INTEGRITY, PASSION, COMPETENCE, INNOVATION and COLLOBORATION** in people.

This offer is made to you based on your performance in the Discoveri Assessment. You are required to undergo the intense 6-month **Career Labs SkillAssure Internship Program** after which you will be hired as a full-time employee of **Pratian**. You will be paid **INR 12,000 per month** as stipend during these 6 months of internship.

Post successful completion of the **Career Labs SkillAssure Internship Program** you will be hired on payrolls of Pratian & you will be offered the position of **"Software Engineer"** and will hence be paid an overall annual compensation of **INR 3,50,000 (Three Lakhs Fifty Thousand Indian Rupees Only)**. The break-up of your CTC is attached for your reference in **Appendix A.**

We look forward to you beginning your career with **Career Labs SkillAssure Internship Program** between **8-July-2022 & 22-July-2022.** The exact date will be communicated to you in a separate email, and **only post completion of formalities & confirmation from the Careerlabs team** you are required to report on the mentioned date to complete your joining formalities at our office located at:

Pratian Innovation Campus,
 # 184/185, Tapaswiji Info Park, EPIP Zone,
Whitefield, Bangalore – 560 066, Karnataka, India.

You need to get in touch with **HR Team – Pratian** with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at **hr@pratian.com**

This offer is valid for **5 days** from the date of this letter. Please let us know your acceptance of joining by indicating the same by return e-mail.

The following documents are required to be produced at the time of joining. Originals shall be returned upon verification.

1. Relieving letter and experience certificate from all your previous employers (as applicable).
2. Latest three (3) pay slips / salary certificate from your most recent employer (as applicable).
3. Proof of Academic Qualification (10th, 12th/PUC/Diploma & Graduation)
4. Other qualifications - diplomas and certificates (if any)
5. PAN card
6. Aadhaar Card
7. Photographs (3 copies)
8. Proof of Permanent and Current Address.

By accepting this offer to join us, you hereby acknowledge and confirm that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions.

2. There are no contractual obligations with respect to your earlier contracts/commitments that prevent you from delivering your agreed responsibilities with **Pratian** or taking up this position with us.

3. **Pratian** is not liable for any past dues owed by you as part of termination of any previous employments/contracts/obligations.

4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

5. Furthermore, based on the contract between Pratian and its clients:
    a) You may be transferred to the client's payroll within your first 6-months while you are undergoing the internship program. In this case of transfer to the client's payroll, the annual CTC and structure offered by the client organization will supersede the mentioned CTC and structure.
    b) In the above case, your minimum annual CTC will be at **INR 3,50,000** (as per the above-mentioned breakup) on the date of joining. This is an assurance offered to every trainee who is hired through the **Career Labs SkillAssure Internship Program, after successful completion of the first 6 months as a Software Trainee.**

6. We periodically review our HR and other processes to improve client service and enable our employee's growth.

7. It is important to manage client process expectations, employee expectations and HR processes. We request you to acknowledge that in the unlikely event of you leaving the services of the company you will provide the company adequate time to be relieved of your services from the company. You understand that it will be up to **45 days** to arrange & completely relieve you of your duties.

8. Please note, this job offer will be contingent upon results of a satisfactory technical examination designed solely to determine your Technical ability to perform the duties of the position being offered to you. Assessment will be conducted post 4 months of Training. Pratian reserves the right to withdraw this offer in case you fail to satisfactorily perform / pass the test(s) / complete the given assignments conducted. Also, the offer is conditional to verification of documents.

We sincerely hope that your period of association with us will be long, pleasant and of mutual benefit.

For PRATIAN,



Krishna Kumar S
Director

APPENDIX A

Compensation & Benefit Sheet		
Employee Name		
Designation		
Location		
Component	Monthly	Annual
Part A - Gross Salary		
Basic & DA	14,583	1,75,000
HRA	5,833	70,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Special Allowance	3,300	39,598
Total - A	26,567	3,18,798
Part B - Employer Contribution		
Employer ESI (3.25% of Gross)	-	-
Employer PF (13% of Basic)	1,896	22,750
Gratuity (4.83% on Basic)	704	8,453
Total - B	2,600	31,203
Part C - Employee Deductions		
Employee ESI (0.75% of Gross)	-	-
Employee PF (12% of Basic)	1,800	21,000
Professional Tax	200	2,400
Total - C	2,000	23,400
Fixed CTC (Part - A + B)	29,168	3,50,000
TOTAL CTC	29,168	3,50,000
Fixed Net Take Home (Part A - C)*	24,567	2,94,804

*Net take home is subject to TDS deductions as per income tax norms.

* This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes.

* All Unused Earned Leaves Lapse / can be encashed at the end of the Financial Year / Full & Final Settlement.

* Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

Prodapt Chase Extraordinary

November 01, 2021

To,

Akhilesh S Bhat

Dear Akhilesh S Bhat

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: 12/18/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Akhilesh S Bhat	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Arpitha Venkatesh Prasad, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: CDE1BA62-E886-415A-BF64-E3F3FF093785

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/18/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Prodapt Chase Extraordinary

July 12, 2022

To,
Chandu D
#88,7th main, 5th cross,
syndicate bank colony, bsk
3rd stage ,Bangalore-560085

Dear Chandu D,

We are pleased to extend an offer of employment to join Prodapt Solutions Private Limited,herein referred as Prodapt as Associate Software Engineer at our offices in Bangalore India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from Your initial place of employment will be Bangalore

We would like you to start work on or about August 01, 2022 or earlier, if at all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of INR 4,00,000 per annum as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the** Please note that you must present the original documents for verification purposes:

   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photograph with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

You <u>must</u> present a PAN card or a copy of PAN application in order to commence employment with Prodapt

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Your acceptance of this letter requires that you begin employment within the agreed date of acceptance. If for whatever reason you are unable to join within the agreed date, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at

dl-oba@prodapt.com

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

Pradeep Jumani
Pradeep Jumani (Jul 13, 2022 18:17 GMT+5.5)

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: Chandan 452B13A7E97E425... Date: 15/07/2022

My proposed start date will be on: 01/08/2022

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Chandu D	
Position	Associate Software Engineer	
Grade	P1B	
Components	**Annualized Value**	**Monthly Value**
"A" Fixed		
Basic Pay	1,60,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total-Fixed	**2,40,000**	**20,000**
"B" Flexible		
Special Allowance	1,01,502	8,459
"B" Sub-total-Flexible	**1,01,502**	**8,459**
"C" Retrial Benefits		
Employer Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	**29,296**	**2,441**
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total – Bonus	**22,702**	**1,892**
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	**6,500**	**542**
Total Cost To Company : Total (A+B+C+D)	**4,00,000**	**33,333**

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

No need to Produce bills for Lunch Coupons.

*Bonus will be paid once in a quarter

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this July 12, 2022, between,Chandu D, a citizen of India having place of residence in ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered,
(i) which relate directly to the business of PRODAPT or any other group or affiliate companies,
(ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto.

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Employee further agrees that it will
(i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's premises;
(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;
(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and
(iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;
c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or
d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

6. **Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. **Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. **Return of PRODAPT Property**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. **Injunctive Relief**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. **Term**

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 9 of this agreement shall survive termination of employment.

DocuSign Envelope ID: EBDFFB41-88C1-49A3-9EC7-E87BFA399DCE

Prodapt Chase Extraordinary

11 .General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE :
Signature : DocuSigned by: Chandan 452B13A7E97E425...

For PRODAPT :

Signature : Pradeep Jumani
Pradeep Jumani (Jul 13, 2022 18:17 GMT+5.5)

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

November 01, 2021

To,
Darshan Kalyan

Dear Darshan Kalyan

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Darshan Kalyan	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Darshan Kalyan , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

Prodapt Chase Extraordinary

November 01, 2021

To,

Ebin Jacob

Dear Ebin Jacob

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: 4B73F6885E2F440... Date: 12/2/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Ebin Jacob	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Ebin Jacob , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 8BBBB1B8-C8ED-477F-AE80-403F927E4925

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/2/2021

EMPLOYEE:
Signature: DocuSigned by: 4B73F6885E2F440...

For PRODAPT:

Signature: DocuSigned by: 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

Prodapt Chase Extraordinary

November 01, 2021

To,

Gaddam Saichandra

Dear Gaddam Saichandra

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: Gaddam Saichandra 27EEAE2EECB54F7... Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Gaddam Saichandra	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Gaddam Saichandra, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 3ED885F7-743F-41C5-BAEC-95D3DE04D87F

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Gaddam Saichandra 27EEAE2EECB54F7...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

November 01, 2021

To,
Namanpreet Singh

Dear Namanpreet Singh

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Namanpreet Singh	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Namanpreet , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

November 01, 2021

To,

Namratha B R

Dear Namratha B R

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

DocuSigned by:
Namratha B.R
68BF1C8F03004B8...

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Namratha B R	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Namratha B R , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Namratha B.R 68BF1C8F03004B8...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

November 01, 2021

To,
Sahana B V

Dear Sahana B V

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Sahana B V	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Sahana B V , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 0BD028B0-AFF9-48FD-BCDB-8943E046EF73

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

Prodapt Chase Extraordinary

November 01, 2021

To,

Vankadari Krishna Sai

Dear Vankadari Krishna Sai

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: Vankadari krishna Sai 37EB3027BD2F4F8... Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Vankadari Krishna Sai	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Vankadari Krishna Sai, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 83530BC7-02A8-4944-9D2B-3E81EE39C6D3

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Vankadari krishna Sai 37EB3027BD2F4F8...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

Prodapt Chase Extraordinary

July 12, 2022

To,
Vinnakoti Sri Naga Akhila
P303, Sri Tirumala Sarovar
Apartment, Singasandra,
hosur main road, bangalore
560068

Dear Vinnakoti Sri Naga Akhila,

We are pleased to extend an offer of employment to join Prodapt Solutions Private Limited,herein referred as Prodapt as Associate Software Engineer at our offices in Bangalore India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from Your initial place of employment will be Bangalore

We would like you to start work on or about August 01, 2022 or earlier, if at all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of INR 4,00,000 per annum as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the** Please note that you must present the original documents for verification purposes:

   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photograph with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

You <u>must</u> present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within the agreed date of acceptance. If for whatever reason you are unable to join within the agreed date, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at

dl-oba@prodapt.com

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

Pradeep Jumani

Pradeep Jumani (Jul 13, 2022 18:26 GMT+5.5)

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: 14/07/2022

My proposed start date will be on: 01/08/2022

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Vinnakoti Sri Naga Akhila	
Position	Associate Software Engineer	
Grade	P1B	
Components	**Annualized Value**	**Monthly Value**
"A" Fixed		
Basic Pay	1,60,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total-Fixed	**2,40,000**	**20,000**
"B" Flexible		
Special Allowance	1,01,502	8,459
"B" Sub-total-Flexible	**1,01,502**	**8,459**
"C" Retrial Benefits		
Employer Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	**29,296**	**2,441**
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total – Bonus	**22,702**	**1,892**
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	**6,500**	**542**
Total Cost To Company : Total (A+B+C+D)	**4,00,000**	**33,333**

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

No need to Produce bills for Lunch Coupons.

*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this July 12, 2022, between,Vinnakoti Sri Naga Akhila, a citizen of India having place of residence in ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered,
(i) which relate directly to the business of PRODAPT or any other group or affiliate companies,
(ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development.
This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto.

Employee further agrees that it will
(i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's premises;
(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;
(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and
(iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. **Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. **Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. **Return of PRODAPT Property**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. **Injunctive Relief**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. **Term**

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

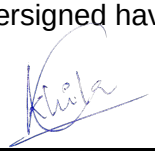
Sections 2 through 9 of this agreement shall survive termination of employment.

Prodapt Chase Extraordinary

11 .General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 14/07/2022

EMPLOYEE :
Signature : 

For PRODAPT :

Pradeep Jumani
Pradeep Jumani (Jul 13, 2022 18:26 GMT+5.5)

Signature :

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

Prodapt Chase Extraordinary

January 19, 2022

To,

Yenimireddy Saikumar Reddy

Dear Yenimireddy Saikumar Reddy,

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 550000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**
   Please note that you must present the original documents for verification purposes:
   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photo with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: *y.saikumar* Date: 21-01-2022

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	**Yenimireddy Saikumar Reddy**	
Position	**Software Engineer**	
Grade	**P2A**	
Components	**Annualized Value**	**Monthly Value**
"A" Fixed		
Basic Pay	2,20,000	18,333
House Rent Allowance	1,10,000	9,167
"A" Sub-total - Fixed	**3,30,000**	**27,500**
"B" Flexible		
Special Allowance	1,53,816	12,818
"B" Sub-total Flexible	**1,53,816**	**12,818**
"C" Retiral Benefits		
Employer Provident Fund	26,400	2,200
Gratuity	10,582	882
"C" Sub-total - Retiral Benefits	**36,982**	**3,082**
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total – Bonus	**22,702**	**1,892**
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	**6,500**	**542**
Total Cost to Company: Total (A+B+C+D+E)	**5,50,000**	**45,833**

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

EMPLOYMENT AGREEMENT

AGREEMENT made this **January 19, 2022**, between, Yenimireddy Saikumar Reddy, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or inadministration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

DocuSign Envelope ID: D512CC37-AD30-4150-A456-47ABE7802078

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE:
Signature: *y.saikumar*

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

Jun 2, 2022

Anil Kumar Angdi Somappa
Bangalore

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear **Anil Kumar**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate**. Your work location will be **Bangalore.** Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **29 September, 2022**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date"**).

Remuneration Package:

1. **Gross Salary:** You are being offered a gross salary of
   Rs.600,000 /- Six Lakh Only

   The details of your gross salary are specified in Annexure 1 to this offer letter ("Offer Letter").

2. **Bonus program**: In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits**: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. **Employment Agreement**: Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. **Working Hours**: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

   Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa**: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

4. **Taxation**: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

5. **Travel, Assignments or Secondment**:
   a. **Within India**: You are required to work on any project to which you are assigned, unless there is good reason not to do so.

   b. **Outside India**: While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

6. **Termination Notice**:
   (a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

   (b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

   (iv) material failure to adhere to the Company's corporate codes, policies or procedures;

   (v) continued failure to meet performance standards as determined by the Company;

   (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

   (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

   In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

   (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

   (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

7. **Return of Property**: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

8. **Acknowledgement**: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com.

9. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Employment Agreement, please share the signed copy of the Offer Letter, no later than **05 June, 2022**. It is clarified that the employment offer made to you under this Offer Letter will automatically lapse on **05 June, 2022** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the employment offer under this Offer Letter is contingent upon you joining the services of the Company on the Employment Commencement Date. The employment offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Employment Commencement Date.

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited

Narasimha Bhat
Narasimha Bhat (Jun 2, 2022 13:29 GMT+5.5)

_____
Authorized Signatory
Date: Jun 2, 2022

I, **Anil Kumar Angdi Somappa** , accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

A S ANIL
A S ANIL (Jun 2, 2022 13:39 GMT+5.5)

_____
Date: Jun 2, 2022

pwc

Annexure 1

Private and Confidential

Date: Jun 2, 2022
Name: Anil Kumar Angdi Somappa
Designation: Associate

Salary Components - Annual

Particulars	Amount (Rs.)
Basic Salary (40% of Gross Salary)	**240,000**
Flexible Benefit Package (FBP)*	**331,200**
Employer contribution of PF	**28,800**
Gross Salary	**600,000**
Benefits Estimated Value	
Term Life Insurance	1,440
Group Accident Insurance	425
Group Medical Insurance	30, 282
Employee Assistance Program and wellness resources	400
Total Benefits (1)	**32,547**
Gratuity	As per Payment of Gratuity Act 1972

*FBP can be used for the following components:

1. Food Coupons (Sodexo) – INR 24,000 (i.e.2000 per month)
2. Leave Travel Allowance (LTA) - up to a maximum of FBP amount available for allocation
3. House Rent allowance (HRA) - 40% of Basic for Non-Metro, 50% of Basic for Metro
4. Special Allowance - Balancing Figure, FBP minus all above components

The above are subject to applicable taxes as per the Indian law.

All the above benefits are as per Company's policies and may have tax implications. These are subject to change from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policies of the Company. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

EMPLOYMENT AGREEMENT/ASSOCIATE

This Agreement ("**Agreement**") is between **PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** and **Anil Kumar Angdi Somappa** ("**You**" and all similar references).

1. Definitions

(a) "**Cessation Date**" means the effective date of cessation of your employment with PwC AC Bangalore.

(b) "**Cause**" means any of the following conduct by you:
(i) acts of fraud, dishonesty or misconduct involving moral turpitude;

(ii) commission or conviction of any criminal offence;

(iii) engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;

(iv) material failure to adhere to PwC AC Bangalore's corporate codes, policies or procedures;

(v) continued failure to meet the performance standards as determined by PwC AC Bangalore

(vi) a breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore's satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore's record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and

(vii) violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.

(c) **"Offer Letter"** means the employment offer letter dated Jun 2, 2022 by which you were offered employment with PwC AC Bangalore and accepted by on Jun 2, 2022 .

2. Employment

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits thereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days' notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days' notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months' period based on performance and the notice period will change to sixty (60) days as soon as the employment is confirmed.

2.3 By signing this Agreement, you agree to:
(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

   Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

   While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

   (a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.
   You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

   (b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu of any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

   (c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

   (d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

   (e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

   (a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

   (b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

   (c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

   (d) The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by a written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

9. **Severability**

   (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

   (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

10. **Waiver**

    Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

11. **Choice of Law**

    The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in Bangalore and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

12. **Assignment and Beneficiaries**

    This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

13. **Counterparts**

    For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

14. **Survival**

    Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Private Limited Employee

Narasimha Bhat
Narasimha Bhat (Jun 2, 2022 13:29 GMT+5.5)
Authorised Signatory
Jun 2, 2022

A S ANIL
A S ANIL (Jun 2, 2022 13:39 GMT+5.5)
Anil Kumar Anadi Somabba
Jun 2, 2022

EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal

Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director-HC immediately.

EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.
Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director-HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

1.
As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.
(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be " works made in the course of your employment with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if PwC AC Bangalore does not exercise the rights under the assignment within a period of 1 (one) year from the date of assignment.

I further acknowledge and agree that I waive any right to and will not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

1. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

2. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore**,** or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

3. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:
(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) the processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:
(a) identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;

(b) employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;

(c) financial information such as bank account numbers and tax related information; and

(d) other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.

I understand and agree that relevant Personal Data are transferred or shared:
(a) among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) to third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.

Exhibit E

Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my employment agreement with PwC AC ("**Employment Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Yours faithfully,

A S ANIL
A S ANIL (Jun 2, 2022 13:39 GMT+5.5)

Anil Kumar Angdi Somappa

{{Dte_es_:signer1:date}}

Amogh Gopal Padukone
Bangalore

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear **Amogh**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate**. Your work location will be **Bangalore.** Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **29 September, 2022**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date"**).

Remuneration Package:

1. **Gross Salary:** You are being offered a gross salary of
   Rs.600,000 /- Six Lakh Only.

   The details of your gross salary are specified in Annexure 1 to this offer letter ("Offer Letter").

2. **Bonus program**: In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits**: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. **Employment Agreement**: Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. **Working Hours**: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

   Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa**: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

4. **Taxation**: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

5. **Travel, Assignments or Secondment**:
   a. **Within India**: You are required to work on any project to which you are assigned, unless there is good reason not to do so.

   b. **Outside India**: While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

6. **Termination Notice**:
   (a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

   (b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

   (iv) material failure to adhere to the Company's corporate codes, policies or procedures;

   (v) continued failure to meet performance standards as determined by the Company;

   (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

   (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

   In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

   (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

   (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

7. **Return of Property**: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

8. **Acknowledgement**: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com.

9. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Employment Agreement, please share the signed copy of the Offer Letter, no later than **5 June 2022** . It is clarified that the employment offer made to you under this Offer Letter will automatically lapse on **5 June 2022** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the employment offer under this Offer Letter is contingent upon you joining the services of the Company on the Employment Commencement Date. The employment offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Employment Commencement Date.

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited

{{Sig_es_:signer1:signature}}
_____
Authorized Signatory
Date: {{Dte_es_:signer1:date}}

I, **Amogh Gopal Padukone**, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

{{Sig_es_:signer2:signature}}
_____
Date: {{Dte_es_:signer2:date}}

pwc

Annexure 1

Private and Confidential

Date: {{Dte_es_:signer1:date}}
Name: Amogh Gopal Padukone
Designation: Associate

Salary Components - Annual

Particulars	Amount (Rs.)
Basic Salary (40% of Gross Salary)	**240,000**
Flexible Benefit Package (FBP)*	**331,200**
Employer contribution of PF	**28,800**
Gross Salary	**600,000**
Benefits Estimated Value	
Term Life Insurance	1,440
Group Accident Insurance	425
Group Medical Insurance	30, 282
Employee Assistance Program and wellness resources	400
Total Benefits (1)	**32,547**
Gratuity	As per Payment of Gratuity Act 1972

*FBP can be used for the following components:

1. Food Coupons (Sodexo) – INR 24,000 (i.e.2000 per month)
2. Leave Travel Allowance (LTA) - up to a maximum of FBP amount available for allocation
3. House Rent allowance (HRA) - 40% of Basic for Non-Metro, 50% of Basic for Metro
4. Special Allowance - Balancing Figure, FBP minus all above components

The above are subject to applicable taxes as per the Indian law.

All the above benefits are as per Company's policies and may have tax implications. These are subject to change from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policies of the Company. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

EMPLOYMENT AGREEMENT/ASSOCIATE

This Agreement ("**Agreement**") is between **PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** and **Amogh Gopal Padukone**
("**You"** and all similar references).

1. Definitions

   (a) "**Cessation Date**" means the effective date of cessation of your employment with PwC AC Bangalore.

   (b) "**Cause**" means any of the following conduct by you:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;

   (iv) material failure to adhere to PwC AC Bangalore's corporate codes, policies or procedures;

   (v) continued failure to meet the performance standards as determined by PwC AC Bangalore

   (vi) a breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore's satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore's record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and

   (vii) violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.

   (c) **"Offer Letter"** means the employment offer letter dated **{{Dte_es_:signer1:date}}** by which you were offered employment with PwC AC Bangalore and accepted by on **{{Dte_es_:signer2:date}}**.

2. Employment

   2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits thereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

   2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days' notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days' notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months' period based on performance and the notice period will change to sixty (60) days as soon as the employment is confirmed.

   2.3 By signing this Agreement, you agree to:
   (a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

   (b) abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

   (c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

   (d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

   2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

   Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

   While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

   (a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.
   You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

   (b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu of any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

   (c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

   (d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

   (e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

   (a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

   (b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

   (c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

   (d) The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by a written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

9. Severability

   (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

   (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

10. Waiver

    Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

11. Choice of Law

    The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in Bangalore and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

12. Assignment and Beneficiaries

    This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

13. Counterparts

    For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

14. Survival

    Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Private Limited Employee

{{Sig_es_:signer1:signature}}
Authorised Signatory
{{Dte_es_:signer1:date}}

{{Sig_es_:signer2:signature}}
Amogh Gopal Padukone
{{Dte_es_:signer2:date}}

EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal

Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director-HC immediately.

EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.
Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director-HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

1.
As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.
(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be " works made in the course of your employment with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if PwC AC Bangalore does not exercise the rights under the assignment within a period of 1 (one) year from the date of assignment.

I further acknowledge and agree that I waive any right to and will not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

1. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

2. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore**,** or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

3. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:
(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) the processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:
(a) identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;

(b) employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;

(c) financial information such as bank account numbers and tax related information; and

(d) other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.

I understand and agree that relevant Personal Data are transferred or shared:
(a) among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) to third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.

Exhibit E

Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my employment agreement with PwC AC ("**Employment Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Amogh Gopal Padukone

May 24, 2022

Kinshuk Kishore
Bangalore

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear **Kinshuk**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate**. Your work location will be **Bangalore.** Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **29 September, 2022**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date"**).

Remuneration Package:

1. **Gross Salary:** You are being offered a gross salary of
   Rs.600,000 /- Six Lakh Only

   The details of your gross salary are specified in Annexure 1 to this offer letter ("Offer Letter").

2. **Bonus program**: In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits**: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. **Employment Agreement**: Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. **Working Hours**: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

   Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa**: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

4. **Taxation**: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

5. **Travel, Assignments or Secondment**:
   a. **Within India**: You are required to work on any project to which you are assigned, unless there is good reason not to do so.

   b. **Outside India**: While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

6. **Termination Notice**:
   (a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

   (b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

   (iv) material failure to adhere to the Company's corporate codes, policies or procedures;

   (v) continued failure to meet performance standards as determined by the Company;

   (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

   (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

   In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

   (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

   (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

7. **Return of Property**: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

8. **Acknowledgement**: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com.

9. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Employment Agreement, please share the signed copy of the Offer Letter, no later than **27 May, 2022**. It is clarified that the employment offer made to you under this Offer Letter will automatically lapse on **27 May, 2022** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the employment offer under this Offer Letter is contingent upon you joining the services of the Company on the Employment Commencement Date. The employment offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Employment Commencement Date.

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited

Narasimha Bhat
Narasimha Bhat (May 24, 2022 17:36 GMT+5.5)

_____
Authorized Signatory
Date: May 24, 2022

I, **Kinshuk Kishore**, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

_____
Date: May 24, 2022

pwc

Annexure 1

Private and Confidential

Date: May 24, 2022
Name: Kinshuk Kishore
Designation: Associate

Salary Components - Annual

Particulars	Amount (Rs.)
Basic Salary (40% of Gross Salary)	**240,000**
Flexible Benefit Package (FBP)*	**331,200**
Employer contribution of PF	**28,800**
Gross Salary	**600,000**
Benefits Estimated Value	
Term Life Insurance	1,440
Group Accident Insurance	425
Group Medical Insurance	30, 282
Employee Assistance Program and wellness resources	400
Total Benefits (1)	**32,547**
Gratuity	As per Payment of Gratuity Act 1972

*FBP can be used for the following components:

1. Food Coupons (Sodexo) – INR 24,000 (i.e.2000 per month)
2. Leave Travel Allowance (LTA) - up to a maximum of FBP amount available for allocation
3. House Rent allowance (HRA) - 40% of Basic for Non-Metro, 50% of Basic for Metro
4. Special Allowance - Balancing Figure, FBP minus all above components

The above are subject to applicable taxes as per the Indian law.

All the above benefits are as per Company's policies and may have tax implications. These are subject to change from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policies of the Company. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

EMPLOYMENT AGREEMENT/ASSOCIATE

This Agreement ("**Agreement**") is between **PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** and **Kinshuk Kishore** ("**You**" and all similar references).

1. Definitions

(a) "**Cessation Date**" means the effective date of cessation of your employment with PwC AC Bangalore.

(b) "**Cause**" means any of the following conduct by you:
(i) acts of fraud, dishonesty or misconduct involving moral turpitude;

(ii) commission or conviction of any criminal offence;

(iii) engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;

(iv) material failure to adhere to PwC AC Bangalore's corporate codes, policies or procedures;

(v) continued failure to meet the performance standards as determined by PwC AC Bangalore

(vi) a breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore's satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore's record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and

(vii) violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.

(c) **"Offer Letter"** means the employment offer letter dated May 24, 2022 by which you were offered employment with PwC AC Bangalore and accepted by on May 24, 2022 .

2. Employment

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits thereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days' notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days' notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months' period based on performance and the notice period will change to sixty (60) days as soon as the employment is confirmed.

2.3 By signing this Agreement, you agree to:
(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

   Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

   While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

   (a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.
   You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

   (b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu of any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

   (c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

   (d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

   (e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

   (a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

   (b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

   (c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

   (d) The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by a written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

9. **Severability**

   (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

   (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

10. **Waiver**

    Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

11. **Choice of Law**

    The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in Bangalore and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

12. **Assignment and Beneficiaries**

    This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

13. **Counterparts**

    For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

14. **Survival**

    Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Private Limited Employee

Narasimha Bhat
Narasimha Bhat (May 24, 2022 17:36 GMT+5.5)
Authorised Signatory
May 24, 2022

Kinshuk Kishore
May 24, 2022

EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal

Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director-HC immediately.

EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.
Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director-HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

1.
As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.
(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be " works made in the course of your employment with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if PwC AC Bangalore does not exercise the rights under the assignment within a period of 1 (one) year from the date of assignment.

I further acknowledge and agree that I waive any right to and will not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

1. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

2. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore**,** or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

3. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:
(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) the processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:
(a) identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;

(b) employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;

(c) financial information such as bank account numbers and tax related information; and

(d) other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.

I understand and agree that relevant Personal Data are transferred or shared:
(a) among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) to third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.

Exhibit E

Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my employment agreement with PwC AC ("**Employment Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Yours faithfully,



Kinshuk Kishore

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

Murala Prathyusha

86-9-8/1, F-1, Vihanga Apartments, Tilak Road, V L Puram, Rajahmundry, East Godavari, Andhra Pradesh, 533101.

22 Mar 2022

Dear Murala Prathyusha,

Subject: **Offer letter**

We are pleased to offer you the position of **Associate** in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on **22 Mar 2022,** subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be **Bangalore**.

Your **Total Fixed Compensation** will be Rs. **600000** as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period **of seven calendar** days only. To confirm your acceptance to this employment offer, please initial all the pages and put your signature on the declaration at the last page of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within **seven days** from the date of receipt of the offer letter.

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

Anirban Bose
Authorised Signatory
22.03.2022

Date

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

Murala Prathyusha

27.03.2022

Date

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com, Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

22 Mar 2022
Name: **Murala Prathyusha**
Designation: **Associate**
Location: **Bangalore**

Compensation details

Components	**Per Annum (Rs)**
Basic	229920
House Rent Allowance	114960
Provident Fund (Employer's Contribution)	27590
Statutory Bonus	16800
Reimbursable Flexible Benefit (RFB)	185530
Fixed Compensation	**574800**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	**600000**
Performance Bonus (B)	**As per Company Policy**
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policy
Mobile Phone Connection	As per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	**40,266**
Total CTC (A + B+ C)	**640266**
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972
Joining Bonus	**As per Company Policy**

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent

(1) The value above is only the estimated monetized value of the applicable benefits

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com, Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

All the above amounts are based on a full year of service and the amount payable would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the **B.Tech** fresher (or equivalent) pay grade of PwC SDC subject to successful completion of the **B.Tech** (or equivalent) examinations and submission of the necessary mark-sheets /certificates by the end of **within 6 months from the date of joining**.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961 as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than 6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. *Duties*

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to you by or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. *Verification*

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. *Date of Birth*

The date of birth declared by you is **21-Dec-1999**. You will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. *Probation*

You will be on a Probation period of **six months** from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you may terminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties as a professional within the required time frame. Depending on business circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or

DocuSigned by: Anirban Bose 0C5D33CADFA4431...
DocuSigned by: Prathyusha Murala 5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. *Intellectual Property and Copyright*

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Company and/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. *Independence*

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:

DocuSigned by: Anirban Bose 0C5D33CADFA4431...

DocuSigned by: Prathyusha Murala 5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest or close out a financial arrangement, which could be on short notice and/or on terms that are disadvantageous to you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be required to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further, you must abide/comply with Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may include transferring and storing such personal data and information to

DocuSigned by: Anirban Bose 0C5D33CADFA4431...

DocuSigned by: Prathyusha Murala 5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as long as may be necessary given the purposes for which it was collected. If you have any questions or concerns about how the Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Company has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval

DocuSigned by: Anirban Bose 0C5D33CADFA4431... DocuSigned by: Prathyusha Murala 5C2357B3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

from the LoS/Functional Leader or equivalent/appropriate authority. Non-compliance to the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediately notified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institute within two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen for such training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leased assets.

20.Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement/ Separation Benefits

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall be **two months** or as specified in the HC Policy of the Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your employment with the Company, been:

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offered by a client or owner of the company for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity with which such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect to the spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen) days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed

DocuSigned by: Anirban Bose 0C5D33CADFA4431...

DocuSigned by: Prathyusha Murala 5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to First Information Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on the nature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...
Anirban Bose
Authorised Signatory

Encl: Declaration to be signed by the Employee

DocuSigned by:
Anirban Bose
0C5D33CADFA4431...

DocuSigned by:
Prathyusha Murala
5C235FB3847F401...

DocuSign Envelope ID: 1C80145B-8FCB-421C-B2F2-FB6FC3442796

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities on me.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty may lead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopers LLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Name	Signature	Date
Prathyusha Murala	DocuSigned by: Prathyusha Murala 5C235FB3847F401...	27.03.2022

DocuSigned by: Anirban Bose 0C5D33CADFA4431...

DocuSigned by: Prathyusha Murala 5C235FB3847F401...

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com, Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Saarthi .ai

Offer Letter

GA/HR/OFFER/2022 **Dated: 28/01/22**

Dear Gayathri,

Congratulations..!! Subsequent to your interview process we are pleased to extend an offer to you to join Gamut Analytics as "**Junior Frontend Developer**" on the following Terms and Conditions.

Commencement of Employment:

Your full-time employment as "**Junior Frontend Developer**" would be effective from **01/08/22** with your base location as **Bangalore,** subject to the completion of your academic course/exit formalities from the previous employer. In case you do not report for duty on or before **01/08/22**, this offer of appointment will stand cancelled or withdrawn. Your appointment stands effective from the date you join the organization.

Your job location at Gamut Analytics will be,

Saarthi.AI, HustleHub H210, Ground floor
No. #36/5, Somasandra Palya,Haralukunte Village, Adjacent 27 th Main Road, Sector 2, HSR Layout, Bengaluru, Karnataka – 560102.

Compensation:

Our offer to you includes an annual compensation of **Rs. 8,00,000 LPA.** The compensation package includes various allowances details of which are elaborated in annexure 1. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion.

Benefits program:

Company is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families. You will be eligible for the benefit plan as adopted by the company from time to time which shall be governed by the terms of applicable plans. Please refer annexure for a description of each benefit program.

Probationary period:

For the first (2) two months from the actual date of appointment you will be deemed to be on probation. In cases of unsatisfactory performance, the probation period might be extended until the company advising you of confirmation or notifying you otherwise. If you do not hear anything in writing upon completion of probation period, your services to the company are deemed to have been confirmed. During your probation, however, the company reserves the right to terminate employment at a shorter notice period for reasons of non-performance, indiscipline, insubordination, misrepresentation of facts in employment application, misconduct, engaging in illegal activity which may affect the Company's image.

Information given or Background verification:

The Company reserves the right to undertake background verification/reference checks based on need from time to time. The commencement or continuation of your employment with the company is contingent on the results of a background check which includes

reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the company may be subject to immediate termination. Please provide us with academic credentials & professional reference.

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of the company which may be known to you or confided in you by any means in the course of your employment with the company.

This offer is also contingent upon your adherence to the company's policies and procedures applicable to all the employees in general, and / or applicable to your position or function with the company. Upon commencement of your employment, you will be required to execute the company's standard forms of employment application and other forms required of employees in general.

Notice Period:

The period of Notice period for each level is based on criticality of role in each level and the time required for replacement of talent. At Gamut Analytics this is usually one month.

Exclusivity

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not solicit any employment OR accept any employment OR join the employment with the customer(s) and/or partners/ Competitors of Gamut Analytics with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Gamut Analytics.

Representations and warranties:

By signing this letter you are representing to the company your acceptance of this offer and agreeing to the employment of the company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the company or participate in recruiting or staffing efforts on behalf of the company.

You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment and that this provision should be regarded as this company's instruction for you not to do so.

Further the company is fully authorized to take appropriate action in the event of you indulging

1) in an act of fraud or dishonesty in the course of your employment with the company;
2) an act of omission which causes you or the company to be in violation of Central or State securities laws, rules or regulations.
3) your material breach of any written policy applicable to your employment with the company.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company, and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career at Gamut Analytics.

Please review this letter and sign this copy on or before **31/01/22**, as this date represents the expiration of this offer letter.

Sincerely,

For Gamut Analytics.

Anurupa Singh

Name: Anurupa Singh
Title: HR Manager
Date: 28/01/22

Accepted

Gayathri Devi. N

Gayathri Devi Nagalapuram
Employee Name
Date : 29/01/22

Annexure- 1

Salary Components		
NAME	***Gayathri Devi Nagalapuram***	
Salary Components	**Limit (Per Month)**	**Limit (Per Annum)**
Basic	30,000	3,60,000
HRA	15,000	1,80,000
LTA	5,000	60,000
Special Pay Allowance	10,000	1,20,000
Sub Total A	**60,000**	**7,20,000**
Total Gross	**60,000**	**7,20,000**
Variable Pay B		**80,000**
CTC A+B		**8,00,000**

1.In addition to above, you are also entitled to other benefits like Group Medical insurance as per the norms of the company. You can nominate 5 dependents besides yourself to be covered under the policy.

2.Your salary and benefits information in this letter is highly confidential. Sharing this information with anyone is against the policies of the company and may lead to termination.

3.All tax liabilities arising out of the above compensation shall be borne by the employee. Tax at source will be deducted as per the Income Tax Act

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

14.10.2021

Private & Confidential

Allwyn A K
No. 9, Block B-2, Police Quarters, Opp. Ghousia College
Next to Prestige Technopolis, Hosur Road
Karnataka 560029 India
+918867735035

EMPLOYMENT CONTRACT

Dear Allwyn,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd** (SAP) on the following terms and conditions:

1. Appointment

1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 01 August 2022 up to 26 July 2024.
Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is **INR. 420,000.00**

2.2 Below is the breakup of the other benefits available to you.

(A)	**Cash Components**	**INR per annum**
	Annual Stipend	**420,000.00**
(B)	**Benefits***	**INR per annum**
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP#	37,610.00
	Wellness Cover for Employee	5,000.00
	Higher Education Fees (BITS Pilani) ##	133,100.00
	Cost of Benefits (Approximate)	**232,910.00**
Cost to Company (A + B)		**652,910.00**

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.*

#OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

##Higher Education fees fully paid by SAP. The initial one -time admission fee of INR 18,000 is also paid by SAP.

In addition to the above compensation components and best-in-class benefits, SAP offers FlexBen program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy

Please refer to the enclosed "Annexure" for details of compensation, benefits and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shraddhanjali Rao
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
HR Service Senior Consultant
HR Service Centre, SAP, India

I accept the terms & conditions of service outlined above

.....
Allwyn A K

.....
Date

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

Photo ID requirement:

Background: White and non-reflecting
Only the person must be shown on the photograph
Portrait photograph: Frontal view, with no inclination or twist of the head
Minimum photo size of 640 x 480 pixels

Photo

India - Employee Portion - Strictly Private & Confidential

EMPLOYEE PERSONAL DETAILS

Name: _____

*as shown in AADHAAR card for IN nationals/Passport name for foreign nationals — **First Name** (Given Name) — **Last Name** (Surname)

**Your Address book display name and SAP Email address will be generated based on your Firstname and Surname.

Marital Status: _____ **Gender:** _____

Date of Marriage (dd/mm/yyyy)**:** _____ **Date of Birth** (dd/mm/yyyy)**:** _____

Nationality: _____ **City of Birth:** _____

Passport No. *(For Foreign Nationals Only)* **:** _____ **State of Birth:** _____

Passport Date of Issue: _____ **Personal Email Address:** _____

Passport Place of Issue: _____ **Are you an Indian Permanent resident?** (if applicable)**:** _____

Passport Date of Expiry: _____ **Date of Issue of Permanent residency** (if applicable)**:** _____

PAN No.: _____

Aadhaar Card Number: _____

UAN No.: _____

ADDRESSES

PERMANENT ADDRESS:

House no. / Street: _____

_____

Postal code: _____ **City / State / Region:** _____

Home Phone No.: _____ **Handphone no.:** _____

CURRENT MAILING ADDRESS:

House no. / Street : _____

_____

Postal code: _____ **City / State / Region:** _____

Home Phone No.: _____ **Handphone no.:** _____

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

FAMILY DATA: **To update personal dependent data in HR System (only for personal records) . Please provide date of birth for your declared family members. This data may be needed for the benefit enrollment.**

Relationship	**First Name** *(Given Name)*	**Last Name** *(Surname)*	**Nationality**	**Date of Birth** (dd/mm/yyyy)	**Gender**	**Occupation/ Employer**
Spouse:						
Children:						
Father: (Must)						
Mother:						
Father-in-law:						
Mother-in-law:						

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: **Relationship:** **Contact No.:**

BANK DETAILS FOR SALARY TRANSFER

***Only local bank accounts with your own name are accepted for payroll disbursement** **Do you have a bank account?**

***Name of Bank:** _____ ***Account Payee Name:** _____

***Bank Account No.:** _____

ACADEMIC QUALIFICATION

Name of Schools/Institutions & Country (Chronological Order)	**From** (dd/mm/yyyy)	**To** (dd/mm/yyyy)	**Level Attained**	**Faculty** **(eg. Accounting/ Engineering/Marketing)**

NAME OF FORMER EMPLOYER

Name of Company (Latest Employment)	**From** (dd/mm/yyyy)	**To** (dd/mm/yyyy)	**Designation**	**Department**

DECLARATION

I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient grounds for discharge. I also authorize any investigation of the above information for the purpose of verification.

Name and Signature:	**Date:**

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

PRIVATE & CONFIDENTIAL

Appendix 1: EMPLOYMENT RESTRICTIONS

This Appendix forms part of and is effective as of the date of your employment contract with SAP.

1) NON COMPETITION – EMPLOYER'S COMPETITORS

During your employment and for the Restricted Period after termination of your employment, you will not, without the prior written consent of SAP:

i) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are indirectly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

ii) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are directly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

iii) Accept employment or otherwise be directly or indirectly involved with or provide services to any business where the nature of the role is to assist or has the potential to assist the business to operate in competition with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

2) NON SOLICITATION OF CUSTOMERS AND PROSPECTS:

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not directly or indirectly either for yourself or for any other business or person, solicit, call upon, attempt to solicit or attempt to call upon any of the customers or prospective customers of SAP, and you will not accept any business from such customers or prospective customers of SAP for yourself or for any employer during such period. The said restriction shall apply only within the Geographic Area and for products and services in direct competition with products and services offered by SAP.

3) NON SOLICITATION OF OTHER EMPLOYEES

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not solicit or have any discussions with any employee of SAP concerning employment for any business other than with SAP, and you shall not induce or attempt to influence any employee of SAP to terminate his or her employment with SAP.

4) ADJUSTMENTS OF RESTRAINT

If the Restricted Period or Geographic Area of any provision of this Appendix is deemed by a court of law to be unreasonable, you agree that the Restricted Period and or Geographic Area for such a restraint will be deemed narrowed to the broadest terms permitted by applicable law and will be enforced as so narrowed.

5) EXTENSION OF RESTRAINTS DURING PERIOD OF VIOLATION

If you breach any of the terms of this Appendix, you agree that the period of the restraint shall not run during the period of violation and will recommence following your compliance with the terms of this Appendix. You acknowledge and accept that the purpose of this clause is to give SAP the protection of the restraint for the full agreed-upon duration.

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

6) SEVERABILITY

If any one or more of the provisions or part(s) thereof in this Appendix shall for any reason be deemed by a court of law to be invalid, such invalidity shall not affect any other provision(s) or part(s) thereof, of this Appendix. The undertakings in this Appendix are separate, distinct and severable. If any part of this Appendix is deemed by a court of law unenforceable, it may be severed without affecting the remaining enforceability of the other clauses.

7) DEFINITIONS

For the purposes of this Appendix, the following terms shall have the following meanings:

i) "Restricted Period" shall commence on the date of termination of employment and shall continue until the greater of:
   (1) For Clause 1(a)(i): 3 months
   (2) For Clause 1(a)(ii): 6 months
   (3) For Clause 1(a)(iii): 6 months where it is a direct involvement and 3 months where it is an indirect involvement
   (4) For Clauses 2 and 3: 1 year

ii) "Geographic Area" shall mean the greater of:
   (1) The country of the employing SAP entity;
   (2) ANZ Hub, including but not limited to Australia and New Zealand where your role relates to those two countries;
   (3) South East Asia Hub, including but not limited to Malaysia, Thailand; Indonesia. Singapore, Vietnam, and Philippines where your role covers South East Asia;
   (4) Greater China and China including but not limited to the People's Republic of China, Taiwan and Hong Kong where your role relates to those countries;
   (5) India; Bangladesh and Sri Lanka where your role relates to those countries;
   (6) Asia Pacific and Japan, comprising all of the above where your role is region-wide;

iii) "Business Competitors" includes but is not limited to Oracle, Workday, NetSuite, Infor, SalesForce, IBM, HP, SAS, Teradata, Sage, Software AG. You should contact HR to obtain a current list of relevant Business Competitors as this may change from time to time and from region to region;

iv) "business" includes any corporation, company, association, partnership, limited partnership or other entity.

I accept the terms and conditions outlined above.

…… ……

Allwyn A K Date

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

Annexure – Terms and Conditions

1. Probation

1.1 You shall serve a probationary period of **six** months from the date of joining. Upon satisfactory completion of a formal performance appraisal, you shall be confirmed in the permanent establishment of the Company.

1.2 The Company reserves the right to either extend the probationary period or invoke Clause 8.5 of this contract in the event your performance is not up to the expectations.

1.3 Unless your probationary period is specifically extended by the Company in writing, your services shall be treated as confirmed on completion of the probationary period and upon satisfactory completion of a formal performance appraisal. Either the Company or You may at any time terminate your employment during the probationary period by providing a prior written 4 weeks' notice or in lieu thereof a sum equal to the amount of salary which would have been accrued to you during the notice period.

1.4 Leaves during your probationary period is subject to the prior approval from your line manager/supervisor unless it is a case of emergency. However, you shall keep your manger informed and take necessary approval for leave. Approval of the leave will be at the discretion of your manager/supervisor.

2. Total Rewards

Brief Description of the compensation components:

A. **Stipend** - A fully taxable component

B. **Retirement Benefits**: Provident Fund and Gratuity are retirement benefits as mandated by the law.

In addition to the above compensation components, you will also be eligible for other benefits offered by the company as per the policy.

3. Performance of Duties & Conflict of Interest

3.1 As part of your employment with SAP, you will be required to undergo the Scholar@SAP Program. In addition to other policies that apply to your employment with the Company, the terms and conditions applicable to the **Scholar@SAP** Program will also be binding on you.

3.2 You shall always be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

3.4 You shall keep strictly confidential details of your salary and employment benefits within and outside the company.

3.5 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.

3.6 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

4. Annual Leave

You shall be eligible for annual leave and public holidays as per the company's then prevalent leave policy. There is no leave encashment for Scholars under any situation.

5. Working hours

Your normal working hours are 8:00 a.m. to 5:00 p.m. from Monday to Friday with an hour lunch break per day. Upon any change of the Company's working hours, your working will be rescheduled accordingly. You shall be expected to devote as much time as required for the proper discharge of your duties to the Company, and to the best of your ability, to seek, to safeguard the interests of the Company at all times.

Further, you may require to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the then prevalent "Shift Work Policy" of the company.

6. Intellectual Property Rights

The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or in any way securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company.

7. Benefits

The Company shall provide you with reimbursements or allowances for costs incurred in traveling on Company's business, in accordance with the prevailing Company policy.

8. Termination of Employment

8.1 SAP would be conducting a Background Check for all new hires through authorised partners. If it is validated and proven that an employee has furnished falsified information in the resume or during interviews he/she is liable to be terminated from his/her services. In such cases SAP may also choose to seek repayment of any valid expenses such as training, travel costs etc., Also the termination in this case would be immediate and with no notice amount payouts.

8.2 Your employment with SAP will commence on 01 August 2022 and close by the working hours on 26 July 2024. Your employment is temporary and limited to the employment tenure dates mentioned above. Unless the employment is extended in writing by SAP before the expiry of the tenure specified above, your employment comes to an end automatically upon completion of the tenure specified herein or extended period, if any.

8.3 In addition to the provisions of termination provided elsewhere in this Appointment letter, the relationship between the Parties can be terminated as follows:

- Please be informed that though you would be joining SAP on your employment start date, as mentioned in Section 1.2 of the Employment Contract, your employment is contingent upon successful completion of your final semester exam and submission of the completion certificate/marksheet obtained in relation thereto from your University/educational institute, to SAP within 15 days from the date of issue of such certificate/marksheet by your University/educational institute. This shall be in addition to the requirement for completion of satisfactory reference and background check, as well

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

as your furnishing to SAP with the documents as mentioned in the Employment Contract. In case the conduct of your last semester examination and issuance of completion certificate/marksheet is delayed by your University/educational institute for the time period in excess of your probationary period, SAP may at its sole discretion extend your probationary period by a further period of time as may be decided by SAP. It is expressly clarified that in case you fail to complete your educational qualification and/or fail to submit documentary proofs of completion thereof and/or fail to submit any other document required by SAP for completion of satisfactory reference and background check, without prejudice to any rights and/or recourses available to SAP, your employment may be terminated by SAP with immediate effect.

- Either the Company or you may at any time terminate this agreement by giving in writing to the other party two months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of Base salary which would have been accrued to you during the period or remaining period of notice.
- During the probationary period, your employment will be liable for termination on 30 days' notice from either side without having to assign any reasons thereof

8.4 Accrued leave is not to be offset from the notice period except with the express written permission of the Company.

8.5 The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:

- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You become insolvent or bankrupt, or are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employ you by reason of any other legal incapability.
- You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.
- Your work performance is poor/unsatisfactory or not to the level of satisfaction which can encompass a variety of behavior that include, but not limited to:
  - inability to complete work assignments or correct errors in a reasonable amount of time;
  - inability (for whatever reason) or unwillingness to learn new tasks or skill or to work collaboratively.
  - inability to exercise good judgement

8.6 Availing leaves during the notice period will be subject to the company's then prevalent exit policy.

8.7 Eligible scholar can be rehired either as a contractual employee or full time employee only after a period of Six months from termination of contract.

9. Alterations

The above terms may be modified by the Company from time to time in writing and such variations shall be binding on you.

10. Jurisdiction

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

11. Code of Conduct

11.1 The Company has its code of conduct which consists of all the company's policies, rules, regulations and guidelines pertaining to the benefits, rights, obligations of the employees (Code of Conduct) vis a vis the Company during the term of your employment with the Company.

11.2 Upon you signing the copy of the appointment letter you shall be bound by the Company's existing Code of Conduct, which shall form an integral part of this contract.

The Company shall have the right to make a new policy in this regard, modify and or amend the Code of Conduct based on its current or future business necessities, statutory requirements or for any reason whatsoever. You are hereby made aware that, the above agreement to be bound by the Company's Code of Conduct shall include any amendments made to the above Code of Conduct or any other new policies of the Company which shall form a part of such conduct. A copy of such amendments, modifications, new policies will be sent to you before the same comes into force and on receipt of the same it shall be deemed that you have accepted such amendments, modifications and new policies and agree to be bound by it.

11.3 In the event of you committing a breach of any of the obligations imposed upon you under the Code of Conduct or any new policy of the Company the same shall be treated as a material breach and the Company reserves the right to terminate your employment without notice or compensation thereof as per applicable laws.

12. Responsibility of Foreign Nationals:

You shall be responsible to ensure that your requisite work and residence permit is valid and legal as required by the applicable Rules and Regulation set forth by Government of India from time to time. Failing to maintain the requisite work and residence permit at all/any time(s) during the employment period with SAP shall lead to termination of employment.

13. Dress Code

The Company requires you to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. You shall comply with the Company's then prevalent workplace-appropriate attire and grooming Policy as provided to you from time to time. You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

14. Security Policy

You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

15. Consent for use of Personal Information and Sensitive Personal Data or Information

You agree that during the course of your employment and thereafter SAP may be required to share your personal information with a third party who is bound by confidentiality obligations to SAP to run certain SAP's processes. By signing this offer letter, you consent SAP to use your information including personal information for SAP's processes and share the same with such third parties with whom SAP has confidentiality arrangement.

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

16. Data Protection and Privacy Policy:

Protecting security and confidentiality of data is important to SAP. Therefore, SAP has decided to manage all major data protection task(s) with the help of a Data Protection Management System (DPMS) based on the Data Protection and Privacy Policy. You are requested to maintain absolute confidentiality and secure sufficiently the data made available to you by virtue of your employment at SAP. You must be, at all times be aware of your responsibility with regard to the issue of Data protection and be proactive in exercising this responsibility.

Further, you agree to comply with Company's Data Protection and Privacy policy and ensure effective and appropriate level of data protection and privacy.

17. Employment conversion from limited I-user to Unlimited I-user:

For a scholar to get converted from limited I-user to full time employee, a satisfactory Performance feedback by the team manager and VT program manager in each rotation along with a CGPA >=7 is required at the time of Incorporation. If both the above-mentioned criteria's are not met, the scholars will not be eligible/recommended for Incorporation process.

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

CONFIDENTIALITY DECLARATION * SAP GROUP

PREAMBLE

In the course of your employment with SAP, you have committed yourself per your employment contract to treat confidential any confidential information to which you are being granted with access or otherwise gain knowledge of in the course of your employment.

Applicable statutory requirements have made it necessary to adapt this confidentiality agreement.

The following Confidentiality Declaration accommodates these applicable requirements. By signing this declaration, it will become part of your employment contract with SAP and thereby replace any former general, that means not project- related, agreements between you and SAP with regard to this topic.

CONFIDENTIALITY DECLARATION

In consideration of my employment within the SAP Group (SAP SE and its affiliates – hereinafter “SAP”) and disclosure by my employer or SAP of Confidential Information, I acknowledge the obligation to commit myself to confidentiality and hereby covenant and agree as follows:

1 CONFIDENTIALITY

1.1 The disclosure of Confidential Information is prohibited. The prohibition shall not apply if exempted as set out below by this employee Data Protection and Confidentiality Statement (hereinafter referred to as the “Statement”).

1.2 For purpose of this Statement, Confidential Information shall mean any information which SAP protects against unrestricted disclosure to other parties (whether orally, in writing or any other tangible form) and information to which I obtain knowledge during the course of my activities for SAP where the confidentiality results from the nature of the information or its circumstances. Consequently, Confidential Information shall mean any data that is identified as "Confidential" or "Proprietary" or which would otherwise ordinarily be expected to be confidential or proprietary, including but not limited to:

a) Technical information concerning products and services owned and/or distributed by my employer and/or SAP, including product know-how, methods, processes, formulas, designs, devices, diagrams, software code, test results, inventions, research projects and product development, technical memoranda and correspondence;

b) Information concerning trade- and business secrets of my employer and/or SAP, including cost information, profits, sales information, accounting and unpublished financial information, business plans and -strategies, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;

c) Information concerning employees of my employer and/or SAP, including salaries, strengths, weaknesses and skills;

d) Information of my employer and/or SAP, or any of SAP‘s customers, partners, suppliers, employees, consultants, co-venture partners or investment companies submitted for study, evaluation or use; or any other information not generally known to the public which, if illegitimately used or disclosed, could reasonably be expected to adversely affect the business of my employer or SAP;

e) any information that is protected by laws and regulations against unlawful use or disclosure (e.g. bank secrecy and telecommunication secrecy).

1.3 Information shall not be regarded as Confidential Information which:

a) had already been public knowledge prior to such information was disclosed to me;

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

b) was in my possession, known to or independently established by me, without an obligation to keep it confidential, before such information was disclosed to me by my employer and/or SAP or contractors of my employer or SAP;

c) is or becomes public knowledge after such information was disclosed to me through no fault of mine, or

d) is or becomes lawfully available to me from a source other than SAP which is not bound to a non-disclosure agreement by my employer and/or SAP.

It shall not constitute a breach of confidentiality if I must disclose Confidential Information in respect of a legal obligation to testify before a court or an administrative authority.

1.4 I shall keep all Confidential Information confidential and I shall not disclose any Confidential Information to any person other than authorized by SAP on a need to know basis and only for the purpose of fulfilling my duties for SAP. I undertake to disclose Confidential Information to third parties only with prior approval by SAP.

1.5 Should I become subject to a demand for discovery or disclosure of Confidential Information under legal process, I shall give SAP prompt notice of the demand prior to furnishing the Confidential Information demanded (unless otherwise prohibited by applicable law). I shall obtain or cooperate with SAP, at the expense of SAP, in seeking reasonable arrangements to protect the confidential and proprietary nature of the Confidential Information.

1.6 I am obliged to adhere to any applicable SAP Policy aiming to protect Confidential Information, including but not limited to SAP's Security Policy, Data Protection and Privacy Policy and the related standards, or any amendment or new version thereof.

2 DATA PROTECTION

2.1 I am obliged to observe confidentiality regarding personal data that I may have access to or otherwise gain knowledge of in the course of my employment, and to process and use them only as instructed by my employer for business functional purposes only (i.e. “Confidentiality” as set forth in Art. 5 para 1 lit. f, Art. 28 para 3 lit. b, Art. 29 and Art. 32 para 4 General Data Protection Regulation - GDPR).

2.2 I am prohibited from processing personal data without authorization. Processing comprises the collection, retrieval, recording, organization, structuring, storage, adaptation or alteration, consultation, use, the disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data. Accordingly, I’m obliged to

- process personal data for no other purpose than the ones to legitimately fulfill my official business function,
- to obey any legal and internal rules with reference to the treatment and protection of personal data, including all technical and organizational measures to protect the security of the processing and to avoid the destruction, loss, alteration, unlawful disclosure or unauthorized access,
- use personal data I am entrusted with only to the extent necessary to fulfill my respective tasks or duties.

2.3 This obligation applies to any personal data I may get in contact with during my employment, irrespective of whether it relates to SAP customers, partners, consultants, employees or other third parties.

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

3 PROFESSIONAL SECRETS

3.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information of customers whose profession, due to relevant national laws, imposes a professional secrecy obligation upon them, and who are therefore subject to exceptional confidentiality. These may include physicians, lawyers, statutory auditors, tax advisors as well as hospitals, private health-, accident- or life-insurances or pharmacies.

3.2 When engaging service providers that will contribute in their professional services, such customers with a professional secrecy obligation must obey additional binding legal requirements aside from regular data protection obligations, which may derive from national professional- or penal law. One of these requirements is that service providers and their staff must be sworn to secrecy in a particular manner.

3.3 I acknowledge that, for legal reasons, I may be regarded as a person that contributes to the professional services of someone who bears a professional secrecy obligation, if and to the extent I will be granted with access to customer data which fall within the scope of such national professional- or penal laws ("Professional Secrets"). I have been informed and I am aware that

- relevant national law may make it an offense for a person to unlawfully disclose another's Professional Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 203 para 4 sent. 1 German Penal Code or in France Article 226-13 French Code Penal),
- I may claim a right to refuse to give evidence towards state or government institutions with regard to Professional Secrets and that I am obliged to exercise this right (e.g. towards government institutions in Germany according to sec. 53a of the German code of the criminal procedure).

3.4 I therefore undertake to obtain knowledge of Professional Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

4 TELECOMMUNICATIONS SECRECY

4.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information which may fall within the scope of telecommunications secrecy due to relevant national telecommunications law, and who are therefore subject to exceptional confidentiality.

4.2 Telecommunications law may be applicable if SAP commercially provides telecommunications services, and when I may contribute in such telecommunication services and be granted with access to data which fall within the scope of telecommunications services in the course of my employment with SAP.

4.3 The telecommunications secrecy comprises the content of telecommunications and the detailed circumstances thereof, particularly the fact of whether a person is or has been involved in telecommunications traffic. The telecommunications secrecy also covers the detailed circumstances surrounding unsuccessful call attempts (together "Telecommunications Secrets").

4.4 I have been informed and I am aware that relevant national law may make it an offense for a person to unlawfully disclose Telecommunications Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 88 Telecommunications Act or sec. 206 Penal Code, in Austria sec. 119 Penal Code and sec. 4 Telecommunications Act, in Switzerland Art 43 Telecommunications Act).

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

4.5 I therefore undertake to obtain knowledge of Telecommunications Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

5 GENERAL PROVISIONS

5.1 My obligation to confidentiality, data protection and regarding the use of Confidential Information shall remain in force after termination or expiration of my employment and/or my access to Confidential Information.

5.2 This Statement expresses the complete understanding of the parties with respect to safeguarding confidentiality and data protection and supersedes all prior general, that means not project- related, proposals, agreements, statements, representations and understandings. Amendments to this Statement must be in writing in order to be effective.

5.3 The failure to exercise any right provided in this Statement shall not be a waiver of prior or subsequent rights.

5.4 I am aware that any misappropriation of any of the Confidential Information in violation of this Statement or applicable law may cause reputational damages or legal consequences for my employer and/or SAP. I acknowledge that any violation of this Statement may result in disciplinary action up to and including dismissal from employment as well as personal liability. Furthermore, it may lead to an administrative fine or, in case of a violation of applicable data protection-, unfair competition- or penal laws to criminal penalties or imprisonment. The breach of a Professional Secret may result in criminal penalties or, depending on the circumstances of the breach, imprisonment (e.g. in Germany up to a year, and if the breach occurred for money or with the intent to enrich or harm someone, up to 2 years or punitive fine).

5.5 If any term or provision hereof is or may become invalid or unenforceable, the remaining terms and provisions hereof shall be unimpaired and shall remain in full force and effect. The invalid or unenforceable term or provision shall be replaced by a term and provision that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term or provision. If the Statement proved to be incomplete, a provision shall apply which matches the sense and purpose of the Statement and, in case of its consideration, would have been agreed.

FOR THE EMPLOYER Shraddhanjali Rao Head of Human Resource, India SAP, India	**FOR THE EMPLOYER** Sabish Kovath Bhaskar HR Service Senior Consultant HR Service Centre, SAP, India
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

DocuSign Envelope ID: 39862BF4-E977-49BD-B9CE-BBBBEF3312D7

FOR THE EMPLOYEE

Allwyn A K

NAME

DATE

SIGNATURE

DocuSign

Certificate Of Completion

Envelope Id: 39862BF4E97749BDB9CEBBBBEF3312D7
Status: Sent
Subject: SAP India Offer - Allwyn A K_{HRReqNo:[7003819404]}
Source Envelope:
Document Pages: 16
Signatures: 0
Certificate Pages: 2
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague

Envelope Originator:
SAP Careers Team – APJ
Dietmar-Hopp-Allee 16
Walldorf, Baden-Württemberg 69190
FMDAdminAPJ@SAP.COM
IP Address: 199.87.113.10

Record Tracking

Status: Original
10/14/2021 10:08:17 PM
Holder: SAP Careers Team – APJ
FMDAdminAPJ@SAP.COM
Location: DocuSign

Signer Events	Signature	Timestamp
Allwyn A K allwyn.antonyjohn8@gmail.com Security Level: Email, Account Authentication (None), Access Code **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		Sent: 10/14/2021 10:11:15 PM Viewed: 10/16/2021 3:02:04 PM
Shraddhanjali Rao IndiaHRD_Backup@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Sabish Kovath Bhaskar lhrsindia@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 10/14/2021 10:11:15 PM

Carbon Copy Events	Status	Timestamp
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 10/14/2021 10:11:15 PM
SAP Careers Team – APJ fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
SAP Careers Team – APJ fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/14/2021 10:11:15 PM

Payment Events	Status	Timestamps

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

Annexure – Terms and Conditions

1. Probation

1.1 You shall serve a probationary period of **six** months from the date of joining. Upon satisfactory completion of a formal performance appraisal, you shall be confirmed in the permanent establishment of the Company.

1.2 The Company reserves the right to either extend the probationary period or invoke Clause 8.5 of this contract in the event your performance is not up to the expectations.

1.3 Unless your probationary period is specifically extended by the Company in writing, your services shall be treated as confirmed on completion of the probationary period and upon satisfactory completion of a formal performance appraisal. Either the Company or You may at any time terminate your employment during the probationary period by providing a prior written 4 weeks' notice or in lieu thereof a sum equal to the amount of salary which would have been accrued to you during the notice period.

1.4 Leaves during your probationary period is subject to the prior approval from your line manager/supervisor unless it is a case of emergency. However, you shall keep your manger informed and take necessary approval for leave. Approval of the leave will be at the discretion of your manager/supervisor.

2. Total Rewards

Brief Description of the compensation components:

A. **Stipend** - A fully taxable component

B. **Retirement Benefits**: Provident Fund and Gratuity are retirement benefits as mandated by the law.

In addition to the above compensation components, you will also be eligible for other benefits offered by the company as per the policy.

3. Performance of Duties & Conflict of Interest

3.1 As part of your employment with SAP, you will be required to undergo the Scholar@SAP Program. In addition to other policies that apply to your employment with the Company, the terms and conditions applicable to the **Scholar@SAP** Program will also be binding on you.

3.2 You shall always be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

3.4 You shall keep strictly confidential details of your salary and employment benefits within and outside the company.

3.5 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.

3.6 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

4. Annual Leave

You shall be eligible for annual leave and public holidays as per the company's then prevalent leave policy. There is no leave encashment for Scholars under any situation.

5. Working hours

Your normal working hours are 8:00 a.m. to 5:00 p.m. from Monday to Friday with an hour lunch break per day. Upon any change of the Company's working hours, your working will be rescheduled accordingly. You shall be expected to devote as much time as required for the proper discharge of your duties to the Company, and to the best of your ability, to seek, to safeguard the interests of the Company at all times.

Further, you may require to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the then prevalent "Shift Work Policy" of the company.

6. Intellectual Property Rights

The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or in any way securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company.

7. Benefits

The Company shall provide you with reimbursements or allowances for costs incurred in traveling on Company's business, in accordance with the prevailing Company policy.

8. Termination of Employment

8.1 SAP would be conducting a Background Check for all new hires through authorised partners. If it is validated and proven that an employee has furnished falsified information in the resume or during interviews he/she is liable to be terminated from his/her services. In such cases SAP may also choose to seek repayment of any valid expenses such as training, travel costs etc., Also the termination in this case would be immediate and with no notice amount payouts.

8.2 Your employment with SAP will commence on 01 August 2022 and close by the working hours on 26 July 2024. Your employment is temporary and limited to the employment tenure dates mentioned above. Unless the employment is extended in writing by SAP before the expiry of the tenure specified above, your employment comes to an end automatically upon completion of the tenure specified herein or extended period, if any.

8.3 In addition to the provisions of termination provided elsewhere in this Appointment letter, the relationship between the Parties can be terminated as follows:

- Please be informed that though you would be joining SAP on your employment start date, as mentioned in Section 1.2 of the Employment Contract, your employment is contingent upon successful completion of your final semester exam and submission of the completion certificate/marksheet obtained in relation thereto from your University/educational institute, to SAP within 15 days from the date of issue of such certificate/marksheet by your University/educational institute. This shall be in addition to the requirement for completion of satisfactory reference and background check, as well

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

as your furnishing to SAP with the documents as mentioned in the Employment Contract. In case the conduct of your last semester examination and issuance of completion certificate/marksheet is delayed by your University/educational institute for the time period in excess of your probationary period, SAP may at its sole discretion extend your probationary period by a further period of time as may be decided by SAP. It is expressly clarified that in case you fail to complete your educational qualification and/or fail to submit documentary proofs of completion thereof and/or fail to submit any other document required by SAP for completion of satisfactory reference and background check, without prejudice to any rights and/or recourses available to SAP, your employment may be terminated by SAP with immediate effect.

- Either the Company or you may at any time terminate this agreement by giving in writing to the other party two months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of Base salary which would have been accrued to you during the period or remaining period of notice.
- During the probationary period, your employment will be liable for termination on 30 days' notice from either side without having to assign any reasons thereof

8.4 Accrued leave is not to be offset from the notice period except with the express written permission of the Company.

8.5 The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:

- You commit any material breach of any of your duties and responsibilities under this contract,
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- You become insolvent or bankrupt, or are charged with any criminal offense which is prejudicial to the interests of the Company,
- The Company is restricted from continuing to employ you by reason of any other legal incapability.
- You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.
- Your work performance is poor/unsatisfactory or not to the level of satisfaction which can encompass a variety of behavior that include, but not limited to:
  - inability to complete work assignments or correct errors in a reasonable amount of time;
  - inability (for whatever reason) or unwillingness to learn new tasks or skill or to work collaboratively.
  - inability to exercise good judgement

8.6 Availing leaves during the notice period will be subject to the company's then prevalent exit policy.

8.7 Eligible scholar can be rehired either as a contractual employee or full time employee only after a period of Six months from termination of contract.

9. Alterations

The above terms may be modified by the Company from time to time in writing and such variations shall be binding on you.

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

10. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

11. Code of Conduct

11.1 The Company has its code of conduct which consists of all the company's policies, rules, regulations and guidelines pertaining to the benefits, rights, obligations of the employees (Code of Conduct) vis a vis the Company during the term of your employment with the Company.

11.2 Upon you signing the copy of the appointment letter you shall be bound by the Company's existing Code of Conduct, which shall form an integral part of this contract.

The Company shall have the right to make a new policy in this regard, modify and or amend the Code of Conduct based on its current or future business necessities, statutory requirements or for any reason whatsoever. You are hereby made aware that, the above agreement to be bound by the Company's Code of Conduct shall include any amendments made to the above Code of Conduct or any other new policies of the Company which shall form a part of such conduct. A copy of such amendments, modifications, new policies will be sent to you before the same comes into force and on receipt of the same it shall be deemed that you have accepted such amendments, modifications and new policies and agree to be bound by it.

11.3 In the event of you committing a breach of any of the obligations imposed upon you under the Code of Conduct or any new policy of the Company the same shall be treated as a material breach and the Company reserves the right to terminate your employment without notice or compensation thereof as per applicable laws.

12. Responsibility of Foreign Nationals:

You shall be responsible to ensure that your requisite work and residence permit is valid and legal as required by the applicable Rules and Regulation set forth by Government of India from time to time. Failing to maintain the requisite work and residence permit at all/any time(s) during the employment period with SAP shall lead to termination of employment.

13. Dress Code

The Company requires you to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. You shall comply with the Company's then prevalent workplace-appropriate attire and grooming Policy as provided to you from time to time. You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

14. Security Policy

You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

15. Consent for use of Personal Information and Sensitive Personal Data or Information

You agree that during the course of your employment and thereafter SAP may be required to share your personal information with a third party who is bound by confidentiality obligations to SAP to run certain SAP's processes. By signing this offer letter, you consent SAP to use your

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

information including personal information for SAP's processes and share the same with such third parties with whom SAP has confidentiality arrangement.

16. Data Protection and Privacy Policy:

Protecting security and confidentiality of data is important to SAP. Therefore, SAP has decided to manage all major data protection task(s) with the help of a Data Protection Management System (DPMS) based on the Data Protection and Privacy Policy. You are requested to maintain absolute confidentiality and secure sufficiently the data made available to you by virtue of your employment at SAP. You must be, at all times be aware of your responsibility with regard to the issue of Data protection and be proactive in exercising this responsibility.

Further, you agree to comply with Company's Data Protection and Privacy policy and ensure effective and appropriate level of data protection and privacy.

17. Employment conversion from limited I-user to Unlimited I-user:

For a scholar to get converted from limited I-user to full time employee, a satisfactory Performance feedback by the team manager and VT program manager in each rotation along with a CGPA >=7 is required at the time of Incorporation. If both the above-mentioned criteria's are not met, the scholars will not be eligible/recommended for Incorporation process.

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

18.10.2021

Private & Confidential

Elwin Thomas
No. 22, 1st Main, Bharathi Layout, Opposite Christ Icse School
Drc Post, Bengaluru
Karnataka 560029 India
+919886648975

EMPLOYMENT CONTRACT

Dear Elwin,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd** (SAP) on the following terms and conditions:

1. Appointment

1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 01 August 2022 up to 26 July 2024.
Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is **INR. 420,000.00**

2.2 Below is the breakup of the other benefits available to you.

(A)	**Cash Components**	**INR per annum**
	Annual Stipend	**420,000.00**
(B)	**Benefits***	**INR per annum**
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP#	37,610.00
	Wellness Cover for Employee	5,000.00
	Higher Education Fees (BITS Pilani) ##	133,100.00
	Cost of Benefits (Approximate)	**232,910.00**
Cost to Company (A + B)		**652,910.00**

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.*

#OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

##Higher Education fees fully paid by SAP. The initial one -time admission fee of INR 18,000 is also paid by SAP.

In addition to the above compensation components and best-in-class benefits, SAP offers FlexBen program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy

Please refer to the enclosed “Annexure” for details of compensation, benefits and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shraddhanjali Rao
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
HR Service Senior Consultant
HR Service Centre, SAP, India

I accept the terms & conditions of service outlined above

.....
Elwin Thomas

.....
Date

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

CONFIDENTIALITY DECLARATION * SAP GROUP

PREAMBLE

In the course of your employment with SAP, you have committed yourself per your employment contract to treat confidential any confidential information to which you are being granted with access or otherwise gain knowledge of in the course of your employment.

Applicable statutory requirements have made it necessary to adapt this confidentiality agreement.

The following Confidentiality Declaration accommodates these applicable requirements. By signing this declaration, it will become part of your employment contract with SAP and thereby replace any former general, that means not project- related, agreements between you and SAP with regard to this topic.

CONFIDENTIALITY DECLARATION

In consideration of my employment within the SAP Group (SAP SE and its affiliates – hereinafter "SAP") and disclosure by my employer or SAP of Confidential Information, I acknowledge the obligation to commit myself to confidentiality and hereby covenant and agree as follows:

1 CONFIDENTIALITY

1.1 The disclosure of Confidential Information is prohibited. The prohibition shall not apply if exempted as set out below by this employee Data Protection and Confidentiality Statement (hereinafter referred to as the "Statement").

1.2 For purpose of this Statement, Confidential Information shall mean any information which SAP protects against unrestricted disclosure to other parties (whether orally, in writing or any other tangible form) and information to which I obtain knowledge during the course of my activities for SAP where the confidentiality results from the nature of the information or its circumstances. Consequently, Confidential Information shall mean any data that is identified as "Confidential" or "Proprietary" or which would otherwise ordinarily be expected to be confidential or proprietary, including but not limited to:

a) Technical information concerning products and services owned and/or distributed by my employer and/or SAP, including product know-how, methods, processes, formulas, designs, devices, diagrams, software code, test results, inventions, research projects and product development, technical memoranda and correspondence;

b) Information concerning trade- and business secrets of my employer and/or SAP, including cost information, profits, sales information, accounting and unpublished financial information, business plans and -strategies, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;

c) Information concerning employees of my employer and/or SAP, including salaries, strengths, weaknesses and skills;

d) Information of my employer and/or SAP, or any of SAP's customers, partners, suppliers, employees, consultants, co-venture partners or investment companies submitted for study, evaluation or use; or any other information not generally known to the public which, if illegitimately used or disclosed, could reasonably be expected to adversely affect the business of my employer or SAP;

e) any information that is protected by laws and regulations against unlawful use or disclosure (e.g. bank secrecy and telecommunication secrecy).

1.3 Information shall not be regarded as Confidential Information which:

a) had already been public knowledge prior to such information was disclosed to me;

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

b) was in my possession, known to or independently established by me, without an obligation to keep it confidential, before such information was disclosed to me by my employer and/or SAP or contractors of my employer or SAP;

c) is or becomes public knowledge after such information was disclosed to me through no fault of mine, or

d) is or becomes lawfully available to me from a source other than SAP which is not bound to a non-disclosure agreement by my employer and/or SAP.

It shall not constitute a breach of confidentiality if I must disclose Confidential Information in respect of a legal obligation to testify before a court or an administrative authority.

1.4 I shall keep all Confidential Information confidential and I shall not disclose any Confidential Information to any person other than authorized by SAP on a need to know basis and only for the purpose of fulfilling my duties for SAP. I undertake to disclose Confidential Information to third parties only with prior approval by SAP.

1.5 Should I become subject to a demand for discovery or disclosure of Confidential Information under legal process, I shall give SAP prompt notice of the demand prior to furnishing the Confidential Information demanded (unless otherwise prohibited by applicable law). I shall obtain or cooperate with SAP, at the expense of SAP, in seeking reasonable arrangements to protect the confidential and proprietary nature of the Confidential Information.

1.6 I am obliged to adhere to any applicable SAP Policy aiming to protect Confidential Information, including but not limited to SAP's Security Policy, Data Protection and Privacy Policy and the related standards, or any amendment or new version thereof.

2 DATA PROTECTION

2.1 I am obliged to observe confidentiality regarding personal data that I may have access to or otherwise gain knowledge of in the course of my employment, and to process and use them only as instructed by my employer for business functional purposes only (i.e. “Confidentiality” as set forth in Art. 5 para 1 lit. f, Art. 28 para 3 lit. b, Art. 29 and Art. 32 para 4 General Data Protection Regulation - GDPR).

2.2 I am prohibited from processing personal data without authorization. Processing comprises the collection, retrieval, recording, organization, structuring, storage, adaptation or alteration, consultation, use, the disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data. Accordingly, I’m obliged to

- process personal data for no other purpose than the ones to legitimately fulfill my official business function,
- to obey any legal and internal rules with reference to the treatment and protection of personal data, including all technical and organizational measures to protect the security of the processing and to avoid the destruction, loss, alteration, unlawful disclosure or unauthorized access,
- use personal data I am entrusted with only to the extent necessary to fulfill my respective tasks or duties.

2.3 This obligation applies to any personal data I may get in contact with during my employment, irrespective of whether it relates to SAP customers, partners, consultants, employees or other third parties.

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

3 PROFESSIONAL SECRETS

3.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information of customers whose profession, due to relevant national laws, imposes a professional secrecy obligation upon them, and who are therefore subject to exceptional confidentiality. These may include physicians, lawyers, statutory auditors, tax advisors as well as hospitals, private health-, accident- or life-insurances or pharmacies.

3.2 When engaging service providers that will contribute in their professional services, such customers with a professional secrecy obligation must obey additional binding legal requirements aside from regular data protection obligations, which may derive from national professional- or penal law. One of these requirements is that service providers and their staff must be sworn to secrecy in a particular manner.

3.3 I acknowledge that, for legal reasons, I may be regarded as a person that contributes to the professional services of someone who bears a professional secrecy obligation, if and to the extent I will be granted with access to customer data which fall within the scope of such national professional- or penal laws ("Professional Secrets"). I have been informed and I am aware that

- relevant national law may make it an offense for a person to unlawfully disclose another's Professional Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 203 para 4 sent. 1 German Penal Code or in France Article 226-13 French Code Penal),
- I may claim a right to refuse to give evidence towards state or government institutions with regard to Professional Secrets and that I am obliged to exercise this right (e.g. towards government institutions in Germany according to sec. 53a of the German code of the criminal procedure).

3.4 I therefore undertake to obtain knowledge of Professional Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

4 TELECOMMUNICATIONS SECRECY

4.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information which may fall within the scope of telecommunications secrecy due to relevant national telecommunications law, and who are therefore subject to exceptional confidentiality.

4.2 Telecommunications law may be applicable if SAP commercially provides telecommunications services, and when I may contribute in such telecommunication services and be granted with access to data which fall within the scope of telecommunications services in the course of my employment with SAP.

4.3 The telecommunications secrecy comprises the content of telecommunications and the detailed circumstances thereof, particularly the fact of whether a person is or has been involved in telecommunications traffic. The telecommunications secrecy also covers the detailed circumstances surrounding unsuccessful call attempts (together "Telecommunications Secrets").

4.4 I have been informed and I am aware that relevant national law may make it an offense for a person to unlawfully disclose Telecommunications Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 88 Telecommunications Act or sec. 206 Penal Code, in Austria sec. 119 Penal Code and sec. 4 Telecommunications Act, in Switzerland Art 43 Telecommunications Act).

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

4.5 I therefore undertake to obtain knowledge of Telecommunications Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

5 GENERAL PROVISIONS

5.1 My obligation to confidentiality, data protection and regarding the use of Confidential Information shall remain in force after termination or expiration of my employment and/or my access to Confidential Information.

5.2 This Statement expresses the complete understanding of the parties with respect to safeguarding confidentiality and data protection and supersedes all prior general, that means not project- related, proposals, agreements, statements, representations and understandings. Amendments to this Statement must be in writing in order to be effective.

5.3 The failure to exercise any right provided in this Statement shall not be a waiver of prior or subsequent rights.

5.4 I am aware that any misappropriation of any of the Confidential Information in violation of this Statement or applicable law may cause reputational damages or legal consequences for my employer and/or SAP. I acknowledge that any violation of this Statement may result in disciplinary action up to and including dismissal from employment as well as personal liability. Furthermore, it may lead to an administrative fine or, in case of a violation of applicable data protection-, unfair competition- or penal laws to criminal penalties or imprisonment. The breach of a Professional Secret may result in criminal penalties or, depending on the circumstances of the breach, imprisonment (e.g. in Germany up to a year, and if the breach occurred for money or with the intent to enrich or harm someone, up to 2 years or punitive fine).

5.5 If any term or provision hereof is or may become invalid or unenforceable, the remaining terms and provisions hereof shall be unimpaired and shall remain in full force and effect. The invalid or unenforceable term or provision shall be replaced by a term and provision that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term or provision. If the Statement proved to be incomplete, a provision shall apply which matches the sense and purpose of the Statement and, in case of its consideration, would have been agreed.

FOR THE EMPLOYER Shraddhanjali Rao Head of Human Resource, India SAP, India	**FOR THE EMPLOYER** Sabish Kovath Bhaskar HR Service Senior Consultant HR Service Centre, SAP, India
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

FOR THE EMPLOYEE

Elwin Thomas

NAME

DATE

SIGNATURE

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

PRIVATE & CONFIDENTIAL

Appendix 1: EMPLOYMENT RESTRICTIONS

This Appendix forms part of and is effective as of the date of your employment contract with SAP.

1) NON COMPETITION – EMPLOYER'S COMPETITORS

During your employment and for the Restricted Period after termination of your employment, you will not, without the prior written consent of SAP:

i) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are indirectly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

ii) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are directly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

iii) Accept employment or otherwise be directly or indirectly involved with or provide services to any business where the nature of the role is to assist or has the potential to assist the business to operate in competition with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

2) NON SOLICITATION OF CUSTOMERS AND PROSPECTS:

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not directly or indirectly either for yourself or for any other business or person, solicit, call upon, attempt to solicit or attempt to call upon any of the customers or prospective customers of SAP, and you will not accept any business from such customers or prospective customers of SAP for yourself or for any employer during such period. The said restriction shall apply only within the Geographic Area and for products and services in direct competition with products and services offered by SAP.

3) NON SOLICITATION OF OTHER EMPLOYEES

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not solicit or have any discussions with any employee of SAP concerning employment for any business other than with SAP, and you shall not induce or attempt to influence any employee of SAP to terminate his or her employment with SAP.

4) ADJUSTMENTS OF RESTRAINT

If the Restricted Period or Geographic Area of any provision of this Appendix is deemed by a court of law to be unreasonable, you agree that the Restricted Period and or Geographic Area for such a restraint will be deemed narrowed to the broadest terms permitted by applicable law and will be enforced as so narrowed.

5) EXTENSION OF RESTRAINTS DURING PERIOD OF VIOLATION

If you breach any of the terms of this Appendix, you agree that the period of the restraint shall not run during the period of violation and will recommence following your compliance with the terms of this Appendix. You acknowledge and accept that the purpose of this clause is to give SAP the protection of the restraint for the full agreed-upon duration.

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

6) SEVERABILITY

If any one or more of the provisions or part(s) thereof in this Appendix shall for any reason be deemed by a court of law to be invalid, such invalidity shall not affect any other provision(s) or part(s) thereof, of this Appendix. The undertakings in this Appendix are separate, distinct and severable. If any part of this Appendix is deemed by a court of law unenforceable, it may be severed without affecting the remaining enforceability of the other clauses.

7) DEFINITIONS

For the purposes of this Appendix, the following terms shall have the following meanings:

i) "Restricted Period" shall commence on the date of termination of employment and shall continue until the greater of:
   (1) For Clause 1(a)(i): 3 months
   (2) For Clause 1(a)(ii): 6 months
   (3) For Clause 1(a)(iii): 6 months where it is a direct involvement and 3 months where it is an indirect involvement
   (4) For Clauses 2 and 3: 1 year

ii) "Geographic Area" shall mean the greater of:
   (1) The country of the employing SAP entity;
   (2) ANZ Hub, including but not limited to Australia and New Zealand where your role relates to those two countries;
   (3) South East Asia Hub, including but not limited to Malaysia, Thailand; Indonesia. Singapore, Vietnam, and Philippines where your role covers South East Asia;
   (4) Greater China and China including but not limited to the People's Republic of China, Taiwan and Hong Kong where your role relates to those countries;
   (5) India; Bangladesh and Sri Lanka where your role relates to those countries;
   (6) Asia Pacific and Japan, comprising all of the above where your role is region-wide;

iii) "Business Competitors" includes but is not limited to Oracle, Workday, NetSuite, Infor, SalesForce, IBM, HP, SAS, Teradata, Sage, Software AG. You should contact HR to obtain a current list of relevant Business Competitors as this may change from time to time and from region to region;

iv) "business" includes any corporation, company, association, partnership, limited partnership or other entity.

I accept the terms and conditions outlined above.

.....	.....
Elwin Thomas	Date

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

Photo ID requirement:

Background: White and non-reflecting
Only the person must be shown on the photograph
Portrait photograph: Frontal view, with no inclination or twist of the head
Minimum photo size of 640 x 480 pixels

Photo

India - Employee Portion - Strictly Private & Confidential

EMPLOYEE PERSONAL DETAILS

Name: _____

*as shown in AADHAAR card for IN nationals/Passport name for foreign nationals **First Name** (Given Name) **Last Name** (Surname)

**Your Address book display name and SAP Email address will be generated based on your Firstname and Surname.

Marital Status: _____ **Gender:** _____

Date of Marriage (dd/mm/yyyy)**:** _____ **Date of Birth** (dd/mm/yyyy)**:** _____

Nationality: _____ **City of Birth:** _____

Passport No. *(For Foreign Nationals Only)* **:** _____ **State of Birth:** _____

Passport Date of Issue: _____ **Personal Email Address:** _____

Passport Place of Issue: _____ **Are you an Indian Permanent resident?** (if applicable)**:** _____

Passport Date of Expiry: _____ **Date of Issue of Permanent residency** (if applicable)**:** _____

PAN No.: _____

Aadhaar Card Number: _____

UAN No.: _____

ADDRESSES

PERMANENT ADDRESS:

House no. / Street: _____

_____

Postal code: _____ **City / State / Region:** _____

Home Phone No.: _____ **Handphone no.:** _____

CURRENT MAILING ADDRESS:

House no. / Street : _____

_____

Postal code: _____ **City / State / Region:** _____

Home Phone No.: _____ **Handphone no.:** _____

DocuSign Envelope ID: E6EAD2DE-1647-44C4-A47E-F139DD97113C

FAMILY DATA: **To update personal dependent data in HR System (only for personal records) . Please provide date of birth for your declared family members. This data may be needed for the benefit enrollment.**

Relationship	**First Name** *(Given Name)*	**Last Name** *(Surname)*	**Nationality**	**Date of Birth** (dd/mm/yyyy)	**Gender**	**Occupation/ Employer**
Spouse:						
Children:						
Father: (Must)						
Mother:						
Father-in-law:						
Mother-in-law:						

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: **Relationship:** **Contact No.:**

BANK DETAILS FOR SALARY TRANSFER

***Only local bank accounts with your own name are accepted for payroll disbursement** **Do you have a bank account?**

***Name of Bank:** _____ ***Account Payee Name:** _____

***Bank Account No.:** _____

ACADEMIC QUALIFICATION

Name of Schools/Institutions & Country (Chronological Order)	**From** (dd/mm/yyyy)	**To** (dd/mm/yyyy)	**Level Attained**	**Faculty** **(eg. Accounting/ Engineering/Marketing)**

NAME OF FORMER EMPLOYER

Name of Company (Latest Employment)	**From** (dd/mm/yyyy)	**To** (dd/mm/yyyy)	**Designation**	**Department**

DECLARATION

I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient grounds for discharge. I also authorize any investigation of the above information for the purpose of verification.

Name and Signature: **Date:**

DocuSign

Certificate Of Completion

Envelope Id: E6EAD2DE164744C4A47EF139DD97113C
Status: Sent
Subject: SAP Labs India Offer - Elwin Thomas_{HRReqNo:[7003823006]}
Source Envelope:
Document Pages: 16
Signatures: 0
Envelope Originator:
Certificate Pages: 2
Initials: 0
SAP Careers Team – APJ
AutoNav: Enabled
Dietmar-Hopp-Allee 16
EnvelopeId Stamping: Enabled
Walldorf, Baden-Württemberg 69190
Time Zone: (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
FMDAdminAPJ@SAP.COM
IP Address: 193.16.224.11

Record Tracking

Status: Original
10/18/2021 3:36:21 PM
Holder: SAP Careers Team – APJ
FMDAdminAPJ@SAP.COM
Location: DocuSign

Signer Events	Signature	Timestamp
Elwin Thomas elwintom12@gmail.com Security Level: Email, Account Authentication (None), Access Code **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		Sent: 10/18/2021 3:44:35 PM Viewed: 10/19/2021 4:29:46 PM
Shraddhanjali Rao IndiaHRD_Backup@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Sabish Kovath Bhaskar lhrsindia@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 10/18/2021 3:44:35 PM

Carbon Copy Events	Status	Timestamp
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 10/18/2021 3:44:36 PM
SAP Careers Team – APJ fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
SAP Careers Team – APJ fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/18/2021 3:44:36 PM

Payment Events	Status	Timestamps

OFFER LETTER
Private & Confidential

REF/SCALENE/01-22 **10-October-2022**

Surya S
Bengaluru.

Dear Surya S,

Sub: Offer Letter

Scalene Works People Solutions LLP (hereinafter referred to as "SWPS" or the "Company") is pleased to offer you the Employment with the Company on the following terms & conditions.

On your acceptance and joining the services of the Company, initially for a period of Six months commencing from **10-10-2022 to 09-04-2023** you will be deputed to one of the clients of the Company, namely, Subex.,and you shall be governed by the working hours, weekly holidays & other National & Festival holidays in line with the policies of the client- Establishment.

During this period you shall be on deputation till the expiry of the period or may be called back for deputation to any other client's location depending on the exigencies.

This employment offer is governed by various policies of the company in force and subsequent amendments made thereon, if any, from time to time.

Terms and Conditions

1. **Salary, Allowances & Perquisites**

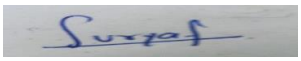
- Your **Annual Fixed CTC** is **INR. 2,64,000/- (Rupees-Two Lakh Sixty-Four Thousand Only)**
  The breakup of the salary, perquisites and benefits are prescribed in the enclosed **Annexure-I**.
- Salaries, other allowances and reimbursements payable to you are subject to Income Tax Rules and Regulation of the Government.
- The Company reserves the right to alter the structure or other elements of the compensation entitled to you.
- Your salary details are strictly confidential and should not be shared with other team members.
- The company will also provide you with insurance benefits which include the GMC for self as per company,

2. **Proof of Age and Educational Qualification**

You will be required to produce satisfactory proof of age, educational qualification, and relieving letters from previous employer, Form No. 16 and other documents specified in mail sent by the HR Department.

3. **Code of Business Conduct**

The Company prides itself on maintaining the highest order of ethical conduct in its dealings with customers, suppliers, agents, and governments. As part of your employment, it is important that you fully understand this philosophy and the policies governing it.



4. Leave/Vacation

- Your leave entitlement will be governed by the policy of the company subject to change time to time
- The number of leaves in a year will be on pro-rate basis as per your joining date.
- Holidays would be defined as per Clients Holiday Calendar.

5. Work Location, Transfer and Responsibilities

Your initial posting will be at **'Bengaluru'** but you may be required to transfer to another Company location/s, department establishment, or branch, or any subsidiary associate, or affiliate of the Company.
You will be required to undertake travel on company work for which you will be reimbursed expenses as per the project requirements and company travel policy.

You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and/or any others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your Reporting Manager.

During the course of your employment and in connection with your employment you shall fully disclosed and assign to the Company, as its exclusive property, all developments developed or conceived by your solely or jointly with others. You shall, in this connection, waive all special/moral rights that you may have in such development. You shall also be required to execute such further documentation as the Company may in its sole discretion determine in order to complete the disclosure and assignment to the Company.

6. Transportation

You will be responsible for all your expenses incurred for commuting to and fro residence to office. You are encouraged to purchase the necessary insurance to cover any rental, lease or personally owned vehicle you may drive, since you are personally responsible for all Damages in the event of an accident during travel.

7. Reports

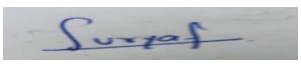
You will provide the Company with any reports that are deemed necessary, including periodic summaries of work-related activities and accomplishments.

8. Confidentiality and Secrecy

You will not utilize or divulges to any person, firm or body corporate, without the approval of the appropriate authority of the Company, such technical or commercial information and knowledge about the business, trade secrets, knowledge about Intellectual Property manufacturing process etc., of the Company, which you may acquire during the course of your employment. You will be required to sign the **Non-Compete** and **Non- Disclosure Agreement** with the Company separately.

The term "Confidential Information" used in this letter shall mean any information, including but not limited to ideas, discoveries, operations, technical procedures, designs, methods, processes, practices, marketing plans, strategies, product information, manufacturing methods, presentations, reports, documents, data, programs, patents, compilations, customer information, financial information, business information, know-how and such other information, which is disclosed to you by the Company orally or in writing or which comes to your knowledge in any manner by virtue of your employment in the Company.

- **Exclusions**: "Confidential Information" shall not include:
  - The information which is in the public domain or
  - The information which is lawfully obtained or available from a third party without any obligation of confidentiality an without breach of this Agreement: or
  - The information, which was already known to you and has been received from a source other than the Company.



9. Separation and Notice Period

Either party can terminate the contract by giving Thirty (30) days' notice to be served mandatorily, It is at the sole discretion of the Company to pay or accept salary in lieu of Notice Period. The Company at its sole discretion decide to relive you from such date as it may deem fit even prior to the expiry of the notice period. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

ScaleneWorks has the right to terminate your employment with or without notice if (in that case you shall not be paid any monetary compensation)...

- Any particulars mentioned in your application are found false at any point of time or you have been found to have willfully suppressed any material information.
- You commit any material breach in your duties and responsibilities under this contract.
- If at any time in our opinion, you are found guilty of dishonesty, disorderly behavior, willful negligence, sexual harassment, breach of integrity, embezzlement, misappropriation or misuse of Scalene Work's property or its client's property to indulge in any unlawful/illegal activity of any kind.
- Major misconduct or disobedience of written instructions given by reporting officer or higher management.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to your or otherwise
- You are charged with any criminal offence, which is prejudicial to the interest of ScaleneWorks or its clients.
- If for any reason, you remain absent for a continuous period of five (5) working days without leave or without intimating and obtaining the prior approval of your manager, or if you remain absent for a period of six (6) days beyond the period of leave originally granted without obtaining the approval of your reporting manager, it would be treated as abandonment of service and you will be deemed to have voluntarily terminated your services without notice.
- Your services are liable to be terminated without notice or salary in lieu of therefore in case of continued ill health as determined by a doctor appointed by the Company.
- If at any time, you willfully neglect to perform to the satisfaction of ScaleneWorks or any of the client or group companies in connection with whose business you may be engaged, all or any of the duties devolving upon you.

On acceptance of the separation notice and before you are relieved of your responsibilities, you will give to the Company all correspondence, specifications, laptops, Company Identity Card, unused visiting card, formulae, books, documents, cost data, market data, literature, drawings, etc., and you shall not make or retain any copies thereof.

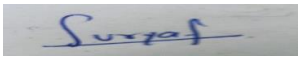
Please note that you are governed by all Policies, Rules and Regulations of the COMPANY, which are in force at any given time and the COMPANY reserves the right to modify any of the terms and conditions of service from time to time, which shall be binding on you.

Notwithstanding anything herein contained, in the event of any breach by you of any of the terms and conditions herein contained or any of the Rules and Regulations of the Company, the Company will have right to terminate your offer and service without any notice.

We welcome you to the **ScaleneWorks** family and look forward to a long and mutually beneficial association.

For ScaleneWorks People Solutions LLP,





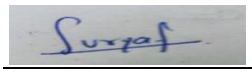
Abhishek Jar
Vice President-HR

ACCEPTANCE

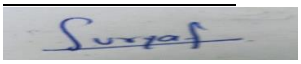
I hereby declare that I have carefully read and understood all the terms of this letter and the annexure. I have discussed this letter and sought appropriate clarifications from the Company concerning terms contained in this letter. I understand and accept that my offer of employment with ScaleneWorks is subject to successfully clearing background verification. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, I understand that I will be liable to disciplinary action including but not limited to termination of service without notice.

I convey my acceptance and confirm that I have received my original copy of the offer letter and I accept the appointment offered according to the terms and conditions detailed above and in the various enclosed documents.

Employee Name : **Surya S**

Signature of the Employee : 

Date : **10/10/2022**



Annexure –I

Compensation Break-up

Employee Name : Surya S
Grade : C1
Designation : Associate

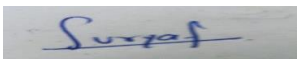
Salary Breakup	Per Annum	Per Month
Basic+ DA	2,62,368.00	21,864.00
HRA	-	-
Gross Salary - (a)	**2,62,368.00**	**21,864.00**
Less Deduction		
Professional Tax	2,400.00	200.00
Total employee deduction - (c)	***2,400.00***	***200.00***
Net Pay - excluding tax - (a) - (c)*	**2,59,968.00**	**21,664.00**
Medical Insurance	1,632	136,00
Total Employer Cont. - (b)	***1,632.00***	***136.00***
Fixed Cost To Company - (a) + (b)	**2,64,000.00**	**22,000.00**

You will be eligible for the statutory benefits as applicable and as per the rules and regulations.

Documents to be submitted at the time of joining:

Please note that it is mandatory to submit all these documents on the day of joining. Any delay will not be acceptable.

1. **Education Certificates**
   - Copy of Class X, XII, graduation, post-graduation, any other professional qualification/s certificate/s (Degree & Mark sheets)
2. **Experience Related**
   - Copy of Relieving Letter/ experience certificate from all previous employers
   - Copy of Resignation Acceptance from previous employer
   - Last three month salary slips / latest salary break-up
3. **Others**
   - Copy of PAN card/ Any other ID-Proof
   - 4 passport size photographs
   -



SECON™
CMMI Level 3, ISO 9001:2015, ISO/IEC 17025:2017
GIS Driven Multidiscipline Engineering Consultancy

CORPORATE OFFICE
147, 7B Road, EPIP, Whitefield,
Bengaluru - 560 066, India.
Ph : 91 - 80 - 41197778 Fax : 4119 4277
CIN : U74140KA2000PTC026384

Ref – SECON/APPT/R&D/MR/2022

06.07.2022

Mr. Manu R
S/o Rajanna K,
Kavanashree Nilaya,
Veeranjaneya Nagara,
Ward No. 14, Kolar Taluk & District
Karnataka- 563 101
Email: manurajanna6518@gmail.com
Mob: 9380945662

Appointment Letter for the Post of R&D / Software Development Engineer

With reference to your Application and interview you had with us, we are pleased to appoint you as **R&D / Software Development Engineer** with effect from 01.08.2022 on the following terms and conditions.

You will be on probation for 6 Months and undergo Training for 3 Months. Upon satisfactory completion thereof, you will be on the job training for further 3 Months. Based on your Performance review, you will be confirmed in writing with revised Remuneration.

1. **Scope of Work**

Your broad scope of work as **R&D / Software Development Engineer** will be as under:

- Form core Team as Developers, Team Leaders, Program Managers, Project Managers and Chief Technical Officer (CTO) in the development of software products of SECON.
- Engage in Research on any of the R&D initiatives of SECON as directed by R&D Head
- Study and develop innovative solutions and methodology mostly relating to geospatial applications.
- Undertake all tasks allocated by the Project Leader (as per the Project Plan)
- Be an aggressive member in the Project Team

Tasking

- Planning & Designing of the Software, Overall scope of the software, system framework etc.
- Software Development - Coding, Testing.
- Automated routine for Feature extraction using LAS file
- Software Documentation - Prepare the necessary documentation related to the Software
- User Training - Conduct the End User Training at client's site
- Responsible to finish the work allotted within the scheduled period.
- Maintain a library of all documentation relating to the execution of allocated tasks
- Track progress of the execution of tasks and report to the project manager on a daily basis
- Update latest cutting edge technology and its applications.

2. **Compensation and Cost to the Company (CTC)**

Consolidated remuneration will be Rs. 25,000 per month during Probation Period between 3 - 6 Months. On confirmation, your Remuneration will be re-fixed on scale of Rs. 30,000 - Rs. 35,000 per month depending upon your performance during the probation period.

Your salary will include Basic Pay and Basket of Allowances with applicable deductions.

In short, on confirmation you will be entitled for an all-inclusive compensation of Rs. 3,60,000 - Rs. 4,20,000 (CTC) per annum depending upon your performance during the probation period.

SECON PRIVATE LIMITED Bangalore 560 046

You will be entitled for Annual increment as per Performance Review and meeting Target.

All other Allowances while on Tour, outstation duty etc., shall be governed as per Company Rules and as applicable.

2.1 **Deductions (approx.)**

Applicable deductions per month shall be made towards

Employer and employee PF contribution	-	Rs. 3,600
Professional Tax	-	Rs. 200
Income Tax	-	as applicable
Group Medical Insurance	-	as applicable

3. **Duration of Employment, Terms and Conditions**

a) You have joined the Company on voluntary basis with an assurance to serve the Company for a minimum period of 3 years from the date of appointment. You will execute an agreement for that purpose.

You should serve minimum 3 months' notice before leaving or deposit three months' gross pay (CTC) in lieu, failing which it shall be considered as a breach of contract and you shall make good losses arising out of disruption to work.

Your resignation will be accepted only if all works assigned to you are completed and not in the middle of the project.

Any unauthorized absence from duty or termination of your service due to misconduct and other reasons attributable to you shall also be termed as breach of contract.

b) SECON is an at will employer. Company Management shall serve you notice if your services are not required for any reasons. In the case of premature termination, no extra compensation will be payable. Payment of remuneration in that case will be made on pro-rata basis for the period for which you have actually rendered the services, subject to the intermediate targets being adhered to as per the work schedule.

No notice of termination or remuneration thereof will be necessary if you do not meet the intermediate target and your continuance shall be solely at the discretion of SECON Management

c) Upon the cessation of your employment with the Company for any reason whatsoever, you will return to the Company all papers, documents, materials, equipment and properties of the Company which may be in your possession and shall thereafter be bound by the secrecy and confidentiality obligations as provided for in the Service Rules and Regulations. You will forthwith notify to the Company any change in your residential address.

d) You will exercise all reasonable skills, care and diligence in the performance of the services under the agreement and shall carry all the responsibilities in accordance with recognized professional standards.

e) It is understood that you will not divulge any information obtained by you during the contract period with us.

3.1 **Service Rules**: During the period of your employment, you shall be governed and bound by the existing Service Rules and regulations of the company and amendments thereof that may be brought into force from time to time. Your acceptance of this offer carries with it your concurrence to comply all such rules, regulations and standing orders.

You will not leave the place of work site without written permission/intimation from your superiors.

3.2 **Earned Leave**: You will be entitled for 20 days Earned Leave per annum at the end of 12 months completed service. On all other days, you will work as per office timings to meet the deadline.

SECON PRIVATE LIMITED Bangalore 560066

3.3 **Exclusive Employment**

You will work exclusively for the Company while in our employment. During your employment with SECON, you will not participate in any other activities that will compete with the activities of SECON or create any negative perceptions of SECON.

3.4 **Confidentiality and Intellectual Property**

During the course of your work in our organisation, you will have exposure to SECON's intellectual property, design and development works undertaken by SECON and shall protect the same from any misuse by any person / persons directly or indirectly and shall not divulge / dispense or distribute the information contained thereon.

You will abide by the company policies in force in keeping confidentiality of company business information and protection of company's intellectual property.

Secrecy - You will maintain secrecy of the company business and other related transaction, which shall include business in the pipeline, future prospects, plans, intellectual property, design and development works.

3.5 **Non-Competition**

You will not apply or seek employment with outside agencies during your tenure with SECON without prior intimation.

You will also desist in engaging company employees, company vendors during your service or thereafter for your / associates' private gain.

4. **Settlement of Dispute and Arbitration**

This offer is made based on the Documents and other information furnished by you. You are required to produce original Certificates and other credentials on reporting.

In case of any disputes arising between the Management and yourself during your tenure, these shall be mutually settled, failing which the dispute will be referred to an Arbitrator of SECON's choice, whose decision shall be binding on both the parties. The Court of Bangalore will be the Court of Jurisdiction.

If the above terms and conditions are acceptable, please return one copy of this letter duly accepted and report for duty on 01.08.2022.

Best Wishes,

B N Devaiah
Director

SECON PRIVATE LIMITED
Bangalore
560 066

Received the above copy duly accepted.

(Manu R)

Expose the Unknown

SecPod Technologies Pvt. Ltd.
#1354, “CONCORD” 80ft, Road,
9th Cross, 33rd Main, 1st Phase JP Nagar,
Bangalore – 560078
Ph: 91-80-41214020
Email: info@secpod.com
Web: www.secpod.com

Date: 08/11/2021

To,
Ms. Kavya. K.
#422 Near, Yallamma Devi Temple,
Neralur Colony, Attibele Hobli Neralur,
Anekal Bangalore,
Karnataka-562107.

Dear Kavya K

Subject: Provisional Offer Letter

We are pleased to inform you that you have been shortlisted for the role of **"Software Engineer"** at SecPod Technologies Pvt Ltd. Your gross remuneration will be **5,00,000**/- INR per annum as CTC. Your expected joining date will be **Aug/Sep 2022,** on completion of Degree.

You will be issued with a formal appointment letter, which includes terms of employment as soon as you confirm declaration of your 8th Sem result.

On the date of joining, you are required to submit the following documents.

a) Recent Passport size photo- 2 no's.
b) Copies of your educational testimonials.
c) Aadhaar Card, Pan Card, Election Id Card, and DL Photocopies

Kindly sign and return the duplicate copy of the letter as a token of your acceptance. Alternatively, please reply with a mail of acceptance.

Yours Faithfully,
For SecPod Technologies Pvt. Ltd.



Authorized signatory

Acceptance:
Place:
Date:

Expose the Unknown

SecPod Technologies Pvt. Ltd.
#1354, "CONCORD" 80ft, Road,
9th Cross, 33rd Main, 1st Phase JP Nagar,
Bangalore – 560078
Ph: 91-80-41214020
Email: info@secpod.com
Web: www.secpod.com

To,
Mr. Neeraj,
116 Bhagan, Sonipat,
Haryana - 131039

Date : 11.11.2021

Dear Mr. Neeraj,

Subject: offer of Internship
Greeting from SecPod

We are pleased to extend the offer of internship as per below mentioned details and terms.

1. Position Offered:	Software Engineer – Intern.
2. Location:	Bangalore
3. Date of Commencement:	3rd Jan 2022
4. Date of Termination:	3rd July 2022
5. Remuneration:	Rs. 25,000 per month

We take this opportunity to welcome you to SecPod and we are confident that you will have a fruitful Learning time with us.

Your performance during the internship period will be monitored closely by the team Leader, based on your performance and further recommendation by the team leader you could considered for recruitment as permanent employment with us.

If you need any clarifications about this Letter of Appointment, please let us know. Please return the duplicate copy of this letter and the enclosures duly signed as acceptance of this offer.

Yours Truly,
SecPod Technologies Pvt. Ltd.



Authorized Signatory
Acceptance:
Place:
Date:

SIEMENS Gamesa
RENEWABLE ENERGY

Mr Sahil Marol

Ph:/Mob: +91 8296444139

Email: Sahilmarol786@gmail.com

Name Govind Chari
Department Human Resources

Our Reference SGREEC\HR\275
Telephone +91 9663711411
E-mail govind.chari@siemensgamesa.com
Date 03.10.2022

OFFER OF EMPLOYMENT - CONFIDENTIAL

Dear Mr Sahil,

Congratulations!

We thank you for your interest in discussing an opportunity with us. With reference to your application and the subsequent discussions, we are pleased to offer you the position of **Graduate Trainee Engineer** in Company's grade **P1**. Your initial place of posting will be at our **Bangalore** office in **Siemens Gamesa Renewable Energy Engineering Centre.**

Your annual compensation has been explained in the Annexure I.

You will be on probation for a period of 6 months from the date of joining.

You are requested to join us on or before **10.10.2022**. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

This offer is subject to you being found medically fit by the Company's Medical Officer.

We would be verifying your credentials through reference checks and background verifications. Please note that furnishing of false information or suppression of any factual information relating to your employment as well as submission of false/ fake/ forged documents will result in cancellation of this offer.

Please countersign the duplicate of this offer letter mentioning the date of your joining as a token of your acceptance and return the same to us in the next two working days from the date of issuing this letter, post which this offer would be deemed to have been rejected by you.

On your first day of joining, you will report to **Govind Chari by 09.30 am at Siemens Gamesa Renewable Energy Engineering Centre Pvt. Ltd., Gold Hill Supreme Park 2, East Tower, 4th Floor, Electronic City Phase II, Electronic City, Bengaluru, Karnataka 560100.**

Please carry the original documents along with additional copy/copies as specified in the Annexure II.

SIEMENS Gamesa
RENEWABLE ENERGY

It is also mandatory to provide the copy of relieving letter from your present employer.

We are sure that our working environment will be conducive for your professional and personal growth. We welcome you to the House of Siemens Gamesa and look forward to your valued contribution in taking SGREEC to greater heights.

Yours faithfully,
Siemens Gamesa Renewable Energy Engineering Centre

Venkata Ramakrishna Ramayanam
Digitally signed by Venkata Ramakrishna Ramayanam
Date: 2022.10.03 16:22:06 +05'30'

Venkata Ramakrishna Ramayanam
General Manager & Head of Engg. Centre

Govind Chari

Govind Chari
Senior Manager – Human Resources

I confirm and accept the above and will join on

_____

Signature: Name

: Sahil Masd
10.10.2022

SIEMENS Gamesa
RENEWABLE ENERGY

ANNEXURE II

JOINING FORMALITIES

The following documents are required to be brought on the day you join us.

Applicable for all New Joiners

1. Complete Bio – data
2. Copy of Senior and Higher Secondary certificates
3. Copy of Diploma, Graduation & Post Graduation Degree Passing Certificates
4. Copy of the final year mark sheets of all qualifying exams
5. Copy of PAN Card (If the PAN card has not been received yet, copy of the acknowledgement of PAN application should be submitted)
6. Copy of relevant pages of passport
7. Copy of a valid Photo Identification card issued by a Government authority - Electoral Photo Identification Card / Ration Card / Driving License
8. Latest copies of four passport size and two stamp size color photographs taken against dark background
9. One digital photograph of **300 dpi** resolution as per the following requirements for the ID card
    - Background of the photograph: Light Blue
    - Size (Passport): **23mm x 29mm (width x height)**
    - Format – ***.jpg**

Additional documents from those with prior work experience

10. Copy of previous employment & relieving certificates (from all previous employers)
11. Certified copy of the last drawn salary
12. Latest Form 16 or Salary certificate with details on the salary paid and tax deducted till date

Please bring the above on your day of joining along with the respective original documents for verification. Please note that your joining will be subject to submission and subsequent verification of all the relevant documents.

LETTER OF OFFER

Date: July 5th, 2022

Dear **Aishwarya** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Associate Learning Designer -1**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **2022-07-05**. Do reach out to your recruitment coordinator **Aniket** on his email **aniket.manhar@simplilearn.com** for any questions or clarifications and be sure to visit **Simplilearn.com** to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited



Archana Kumari

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

ANNEXURE I Cost To Company Breakup	
Name	Aishwarya
Designation	Associate Learning Designer -1
Grade	A2

Salary Components	Monthly	Yearly
Basic	12500	150000
House Rent Allowance	5000	60000
Special Allowance	4690	56285
Interim/Stat Bonus	708	8500
Employer PF	1500	18000
Gratuity	601	7215
Net Take Home	22899	274785
Gross CTC	25000	300000
Total CTC		300000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution

PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)

Income Tax (As per IT Act)

Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited



Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

SONATA SOFTWARE SOLUTIONS LIMITED

08-09-2022

Ref: SSSL/HR /APPT

Shyam Sundar Badagandi

P-112 , Zone 3 , Sri Tirumala Sarovar Apartments

Singasandra , Hosur Main Road

Bangalore , KARNATAKA - 560068

Dear Shyam Sundar Badagandi

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Tentative Date of Commencement:** 28-10-2022

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for

revocation of the offer.

14. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

15. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

16. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

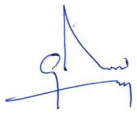
(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Solutions Limited
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : _____

Date : 08-09-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	1,60,000	13,333
HRA	1,28,000	10,667
Conveyance Allowance	16,000	1,333
Advance Bonus	40,000	3,333
Supplementary Allowance	26,060	2,172
Gross Ctc	**3,70,060**	**30,838**
Provident Fund	21,600	
Gratuity	8,340	
Cost To Company	**4,00,000**	
Mediclaim Insurance	11,400	
Total Cost To Company	**4,11,400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

SONATA SOFTWARE SOLUTIONS LIMITED

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

SONATA SOFTWARE SOLUTIONS LIMITED

Medical Examination Report

Full Name: _____

Sex: _____ Date of Birth: _____ Age of According to me: _____

Previous Illness if any: _____

Family History: _____

Height: _____ Weight: _____

Physical Deformity: _____ Blood Group: _____

Small Pox: _____ Re-Vaccination: _____

Tab: _____ BCG: _____

Operation done if any: _____

Chest (Normal): _____ Expanded: _____

Abdominal girth: _____

Vision With Glasses: _____ Vision Without Glasses: _____

Eye Diseases if any: _____

Ear: _____ Hearing Defects If Any: _____

Nose: _____ Nose Defects If Any: _____

Throat: _____ Teeth: _____ Speech: _____

Tongue: _____ Tonsils: _____

Heart Sounds: _____ Skin Disease: _____

Blood Pressure: _____ Respiratory System: _____

Liver: _____ Spleen: _____

Digestive System: _____ Genital Urinary System: _____

Urine Test: _____ Sugar: _____

Albumin: _____ Nervous System: _____

General build and constitution: _____

Any other remarks: _____

In view of the above, I consider the candidate fir/unfit for employment

Place:

Date:

Date: 28th April 2022

Thanushree

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.**3,25,000**/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.

2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).

3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.

4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training. The bond amount is payable if in case of breach of agreement within the 2 years of employment.

5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).

6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

© Speridian | All Rights Reserved.
Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,



Vivek Nair
Speridian Technologies Pvt. Ltd.

© Speridian | All Rights Reserved.
Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

November 23, 2022

Shobha R**,**
#58 Kabbalamma Temple ,
Bommandahalli, Indlawadi(P) Jigani(H),
Anekal Taluk, Bengaluru(D)-562106,
Karnataka, India

Dear **Shobha R,**

Subject: Letter of Appointment

This offer of employment (letter of appointment) is contingent upon successful reference verification, background check and pre-employment drug screen. It is also contingent on your ability to perform the offered role without any conflict of interest or contractual violations with your present employer.

Spirent Communications (India) Private Limited [hereinafter referred to as the "Company"] is very happy to inform you that you are being appointed as Associate Software Engineer to be based at Bangalore, and starting on _____, subject to the following terms and conditions:

1. Probationary Period:

You are expected to serve our company on probation for a period of 6 (six) months from the date of employment and for a further period as decided by the Company based on your performance during the probationary period. If the Company decides to confirm your appointment the same will be intimated to you in writing upon the expiry of your probationary period.

2. Compensation & Benefits

Your annual base salary will be INR 750,000. The Salary will be subdivided into – a fixed part called the basic salary and a flexible part that includes allowances such as House Rent Allowance, Leave Travel Allowance, Transportation Allowance, Medical Reimbursement etc. A complete list of the benefits will be provided to you separately.

The Company may amend the compensation and benefits provided herein by delivery of written notice to you at least thirty (30) days prior to the effective date of the modification.

You will also be eligible to participate in the 2022 Spirent Employee Incentive Plan (EIP) at a maximum target percentage of 5% of your base salary. The EIP awards discretionary incentive payments to employees based on company and business unit financial performance, and any award earned in your first year of employment is prorated from your date of hire. The incentive plan documents will be communicated on or near March 15, 2022.

3. Working Hours

Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00 a.m. and 6.00 p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as many of the business meetings are scheduled during these hours.

We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

(i) The job of Associate Software Engineer in the Company is of continuous responsibility and does not entail payment of overtime. It is expected that as and when required, you will work beyond the Regular Work Hours and on weekends / holidays.

(ii) You will devote your whole time and attention exclusively to the business of the company and will attend at the place of business during customary business hours and will not absent from such place without leave except in cases of illness or accident incapacitating you from attending duties, in which case you are required to notify the Company immediately and furnish such evidence thereof as the Company may require.

4. Leave and Public Holidays

You will be entitled to avail of paid leave and Public Holidays according to the policies of the Company. However, during your probationary period of employment availing of leave will be subject to management approval. The leave policy is being communicated to you separately. If you remain absent from work without written permission or without leave or stay over above the originally sanctioned leave for a period of three (3) consecutive calendar days, you shall be deemed to have lost the lien on your employment with the Company with effect from the day you complete three (3) days of such absence without the Company being required to intimate further or hold any enquiry.

5. Travel

You will be required to undertake travel on Company work as and when required, for which you will be reimbursed travel and other related expenses as per rules framed by the Company from time to time.

6. Company Property and Trade Secrets

You agree and undertake not to disclose, directly or indirectly, and to keep all trade secrets and any other confidential information and any other Personal Property or Intellectual Property of Company (whether in any Form, including oral communications and written documents, Plans, Drawings, Electronic Information, Computer disks, and otherwise) which you may receive while employed with the Company, absolutely confidential and shall not disclose them to any entity or person (including but not limited to your Spouse, Family, Friends or Company's Competitors) during the term of your employment or any time thereafter. You shall not remove any original or copy of any document, correspondence, written material, plans, drawings, computer disk, electronic information, or otherwise from Company's business premises or make any personal use of such material.

7. Non-Solicitation of Employees

You agree that during the term of this Appointment and for a period of twenty four months immediately following the termination of the appointment with the company, you will not, alone or as a partner, affiliate, shareholder, investor, agent of any partnership, corporation or any other entity or in any other capacity, directly or indirectly, solicit, induce, recruit, encourage or attempt to induce any employee (Professional, management, staff or otherwise) or contractor of company to terminate their employment or contractual relationship with the company or take away any employee or contractor of the company, or attempt to solicit, induce, recruit, encourage or attempt to induce any employee or contractor of the company, either for employment or for any other person or entity.

8 Non-Competition Clause

For a period of 2 years after the termination of the appointment with the company, you will not directly or indirectly be associated with, manage, or advice a company or firm that is in the same business as The Company or its affiliates, except with the specific prior approval of the designated person in The Company, in writing.

9. Code of Conduct

The Company prides itself as a company with the highest order of ethical conduct in its dealings with customers, suppliers, agents and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it.

10. Exclusivity

This offer is made on the clear understanding that the employment is on a whole-time basis and that you will not undertake any other work including honorary service, private practice, faculty membership or teaching assignment without the prior permission of the Company in writing.

11. Past record

We believe that information provided by you during your interview and/or on a subsequent date is true and correct. You may be asked to furnish the appropriate documents as and when required by the Company. If any declaration given or information furnished by you to the Company in connection with the above appointment is found to be incorrect at any stage or if you are found to have wilfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

12. Termination

We hope that your association with us will be a very long one. However, during your probationary period either party may terminate the employment by giving 15 days advance notice to the other Party. However, Company may terminate the employment immediately by paying 15 days base salary, and after confirmation, either party may terminate the employment by giving the other party, two months' notice in writing provided that;

(i) The Company may terminate the contract of employment with immediate effect by paying you two months Base salary and allowances, if any, in lieu of notice;

(ii) You may terminate the contract of employment with immediate effect by paying the Company or forfeiting two months Base salary and allowances, if any, in lieu of notice provided your manager approves the same.

13. On Separation

On termination of employment and / or your resignation during the period of your probation or thereafter, you will immediately give up to the Company all the tools, accessories, formulae, documents, specifications, books, data, literature, drawings, records etc., of whatsoever nature in your custody, care or charge and obtain clearance certificate from the relevant person / office, on production of which alone your account will be settled by the Company.

14. Terms and Conditions of Service

Your work in the Company will be subject to the rules and regulations of the Company as promulgated and modified from time to time in relation to your conduct, discipline and other matters. You will always be aware of the responsibilities and duties attached to your position and conduct yourself accordingly.

As Associate Software Engineer, your roles and responsibilities are as mentioned below:

- Design and develop test cases and test scripts for a network test product.
- Perform manual and automated test, spanning multiple areas of the product.
- Assist the team in reproducing, analyzing, and debugging internal and external product defects.
- Create test plans from product requirements, review effort estimates and provide inputs for project schedule.
- Work with the team in an agile environment.
- Monitor and perform quality Regression Analysis.

You will report to Mr. Satish Dukuntla, the Engineering Manager in India.
In addition to the above, all such other rules and regulations, Company policy as may be in operation at the time of your accepting the appointment with the Company, may be amended or altered from time to time at the discretion of the Company whether they are individually notified to you or not, will also apply to you.

This offer expires three (3) days from date offered. Please confirm that you accept the employment by signing the duplicate copy of this letter and returning it to us, whereupon the terms and conditions contained in this Appointment Letter would become binding upon you and the Company provided that the employment benefits shall start accruing to you after the commencement of your services with the Company.

We would like to take this opportunity of welcoming you to our company and wish you success in your employment. We look forward to a mutually beneficial long-term relationship with you.

Yours faithfully,
For SPIRENT COMMUNICATIONS (INDIA) PVT. LTD.



M R Nagaraj
HR Director SEA Region.

DECLARATION

I, _____, agree to accept the employment on the terms and conditions mentioned in the above letter. I hereby confirm having received the original of the Appointment Letter. I will be reporting for duty on _____.

Name: Shobha R

Signature_____ Date _____

Spirent Communications India Pvt Ltd, 2nd Floor, Umiya Business Bay, Tower-1,
Cessna Business Park, Kadubeesanahalli, Marath halli – Sarjapur Outer Ring Road Bangalore 560103.
Ph: +91 80 67023400 Fax : +91 80 67023499 www.spirent.com
CIN No: U64202KA2204PTC034400

November 23, 2022

Dear Shobha R,

We are pleased to offer you a position of Associate Software Engineer in Spirent Communications (India) Private Limited, Bangalore w.e.f:_____

You Salary in INR and allowances will be as follows:

	PARTICULARS		ANNUAL INR
	Annual Base Salary	**Fixed**	**750,000**
A	Basic Salary	45% of Annual Base	337,500
B	HRA	40% of Basic Salary	135,000
C	Transportation	1600/- per month	19,200
D	Medical Reimbursement	15000/- p.a.	15,000
E	Food Coupon	2200/- per month	26,400
F	LTA	25% of Basic Salary	84,375
	CCA (City Compensatory Allowance)	Base-(A+B+C+D+E+F)	132,525
	Employer Contribution of-PF	12% of Basic	40,500
	Gratuity	Basic/12/26*15	16,226
	TOTAL Annual CTC		806,726
	EIP (5% of base salary as max amt) ****	Fixed *0.05	**37,500**

*Gratuity is applicable after five years of continuous service with Spirent.
**Food Coupon is an optional benefit provided to employees.
***You are entitled to be part of Company's Medical Insurance scheme as per policy.

Thanking you
For SPIRENT COMMUNICATIONS (INDIA) PVT. LTD.

M R Nagaraj

HR Director SEA Region.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village)
Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com
CIN#: U72200KA2004FTC034618

Software AG Bangalore Technologies Private Limited

Professional Services Agreement (Software AG Receives)

Effective Date: 2nd January 2023

This **PROFESSIONAL SERVICES AGREEMENT** (together with all referenced attachments, the "**Agreement**") is entered into on the Effective Date by and between the following parties:

Software AG Bangalore Technologies Pvt. Ltd 5th & 6th Floor, 2A East Tower Embassy Tech Village - Special Economic Zone Marathahalli outer ring road Devarabisanahalli Varthur Hobli, Bangalore – 560103 **Referred to as "Software AG, Bangalore"**	**Mr. Tridib Bhattacharjee** House No. 01, Ward No. 2, Nivedita Road, Bylane Pradhan Nagar, Siliguri, West Bengal-734003 **Referred to as "Contractor"**

The parties have agreed that the services will be governed by the terms and conditions of this Agreement.

AGREEMENT OF THE PARTIES

1. Scope. This Agreement is made with the Contractor, as an independent contractor and not as an employee of Software AG, Bangalore. Software AG, Bangalore hereby retains Contractor to perform the services set forth in the attached Work Order contained in Exhibit A, which is incorporated herein. Such work will be performed subject to the supervision and direction of a project manager specified therein.

2. Term. The Term of this Agreement is from **2nd January 2023 to 30th June 2023.** The Term of this Agreement and attendant Work Orders may be extended or modified only by the mutual written agreement of the parties. Software AG, Bangalore may terminate this agreement if the contractor cannot, in Software AG, Bangalore's opinion adequately perform the Services.

3. Fees. Fees for Contractor's services and deliverables are set forth in the Work Order and payments.

4. Payment. The Contractor will provide services from Monday through Friday and the total working hours would be forty (40) hours per week. The work timings will be as agreed. A monthly payment for the specified services in the attached Work Order will be made by the end of each month.

5. Paid Time Off. In case of need, you can take upto 12 days of "Paid Time Off' per annum i.e. 1 day per month.

6. Changes to Work Order. Additions or modifications to the services provided under a Work Order may be made by the completion of an amended Work Order (Exhibit A) that will be mutually agreed upon by the parties. Either party may submit to the other party a written recommendation for

changes. If the parties mutually agree to such recommendation, an amended Work Order will be executed.

7. Proprietary and Confidential Information: The Contractor agrees that any Information which is provided by Software AG, Bangalore or which the Contractor receives as a result of services performed for Software AG, Bangalore is subject to the terms of this Agreement. The Contractor agrees that all such Information will be deemed confidential, proprietary and secret whether or not any such Information received is in tangible form or is clearly marked as confidential or proprietary or whether the Contractor is expressly informed that such Information is confidential and proprietary. Information that is received orally will also be deemed confidential or proprietary.

7.1. The Contractor will not disclose the said Information to any other person except as specifically authorized in writing by Software AG, Bangalore, and will safeguard such Information as it would its own proprietary and confidential information, and in any event impose reasonable safeguards. Contractor will immediately notify the disclosing party of any subpoena, court order, administrative order, discovery request, or other event that compels Contractor to disclose such Information. Contractor will cooperate with Software AG, Bangalore in its efforts to protect the Information from disclosure.

7.1. All written or oral data received by Contractor from Software AG, Bangalore will be and remain the property of Software AG, Bangalore. Contractor will not make copies of any tangible data or printed Information except upon specific written permission from Software AG, Bangalore. Any tangible data or printed Information, and any copies thereof, will be promptly destroyed or returned immediately to Software AG, Bangalore upon the request of Software AG, Bangalore.

7.2. The obligations under this Agreement will continue and survive the completion of the aforesaid consulting services and will remain binding for a period of five (5) years from the Effective Date.

7.3. Software AG, Bangalore provides Information hereunder “as is,” and will not be liable for any damages arising out of Contractor's use of such Confidential Information. Contractor will indemnify and hold Software AG, Bangalore harmless against any claims arising out of Contractor’s use of such Information.

7.4. The obligations contained herein will not apply to : (a) Information not public which hereafter is disclosed publicly without a breach of this Agreement; (b) Information known to Contractor prior to the time of disclosure by the disclosing party or independently developed by employees of Contractor without access to the Information; (c) Information disclosed in good faith to Contractor by a third person legally entitled to disclose it; or (d) Information required to be disclosed by law or by any governmental agency having jurisdiction pursuant to an order to produce or in the course of a legal proceeding pursuant to a lawful request for discovery, provided, however, that if disclosure is so required, Contractor will promptly notify Software AG, Bangalore of the order or request in discovery and reasonably cooperate with Software AG, Bangalore if Software AG, Bangalore elects (at its expense) to seek to limit or avoid such disclosure by any lawful means.

7.5. The obligations of the parties will be binding on and inure to the benefit of their respective heirs, successors, and assigns. This Agreement may be amended or modified only by a subsequent agreement in writing. This Agreement does not obligate either party to disclose any information to the other or enter into any other agreement or arrangement. The parties' obligations under this Agreement will survive the termination of their association regardless of the manner of such

termination. This Agreement will be governed by the laws of India and both parties consent to the jurisdiction of the India courts entitled to hear appeals there from.

8. Data and Copyrights

All data prepared or originated by Contractor in the performance of services or work under this Agreement ("**Data**") will be considered the property of Software AG, Bangalore or its customer, as appropriate, including without limitation any copyright and future copyright on such Data and Contractor hereby assigns and transfers to Software AG, Bangalore or its customer, as directed by Software AG, Bangalore, all current and future right, title and interest in and to such Data, whether published or unpublished; and Contractor agrees to execute such documents as Software AG, Bangalore or its customer, as appropriate, will request to evidence the assignment of all right, title and interest in and to such Data, including without limitation any copyrights on such Data. Software AG, Bangalore or its customer, as appropriate, will have the unlimited right to use, reproduce, disclose, and publish such Data in any manner, without any claim on the part of the Contractor for additional compensation.

Contractor will identify in the Attachment of the Work Order all data delivered to Software AG, Bangalore or its customer, as appropriate, but not prepared or originated in the performance of this Agreement. Such identification will include a statement as to origin and restriction, if any, on use and disclosure.

9. Duty to Return Documents.

All documents and written information embodying proprietary or confidential information of Software AG, Bangalore obtained by Contractor prior to or during the term of this Agreement or any attendant Tasks will be the exclusive property of Software AG, Bangalore and will be delivered by Contractor to Software AG, Bangalore upon the termination or expiration of this Agreement (regardless of how terminated) or at any time as requested by Software AG, Bangalore. Such proprietary and confidential information includes Data developed by the Contractor for Software AG, Bangalore in the performance of this Agreement.

10. Professional Standards.

The Contractor agrees that the work performed hereunder will represent its best efforts and will be of the highest professional standards and quality.

11. Termination

Software AG, Bangalore may terminate this Agreement immediately for any of the following reasons (i) if Contractor materially breaches any of its obligations set forth herein (ii) if the Contractor engages in any unprofessional conduct that detrimentally affects Software AG, Bangalore or its customers.

Notwithstanding the above, nothing herein will be construed to preclude Software AG, Bangalore from pursuing any action or further remedy, at law or in equity, for any material breach or threatened breach of this Agreement, including, but not limited to, the recovery of damages.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village)
Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com
CIN#: U72200KA2004FTC034618

Upon termination by either party, Contractor shall be entitled to receive payment of any previously earned but unpaid fee through the date of termination, to be paid within thirty (30) days after such termination date. Software AG, Bangalore will have no further obligation under this Agreement.

12. Risk of Loss/Indemnification

Contractor will indemnify and hold harmless Software AG, Bangalore, its officers and employees, from any loss, cost, damage, expense or liability by reason of property damage or personal injury of whatsoever nature arising out of, as a result of, or in connection with such Contractor's performance hereunder, except that such indemnity will not extend to liabilities directly arising from Software AG, Bangalore ' negligence or intentional acts.

Contractor will indemnify Software AG, Bangalore and/or its customers against and hold Software AG, Bangalore and/or its customers harmless from any action against Software AG, Bangalore and/or its customers to the extent that it is based on an allegation that Contractor has infringed an intellectual property right or trade secret, and pay those damages or costs finally awarded against Software AG, Bangalore and/or its customers in such action, provided that Software AG, Bangalore and/or its customers (i) promptly notifies Contractor of any such action, and (ii) gives Contractor sole authority and control in negotiating settlement or compromise or in otherwise defending such action.

Contractor will indemnify and hold harmless Software AG, Bangalore from any tax liability arising from the India tax authorities or other relevant authority's determination that, contrary to the business relationship evidenced herein and the intent of this Agreement, Contractor is an employee of Software AG, Bangalore and not an independent contractor.

13. Publicity. Neither party will issue a public notice or news release concerning this Agreement and the transactions contemplated hereby without the prior approval of the other, which approval will include the right to approve the form, content and timing of any such publicity, but which approval will not otherwise be unreasonably withheld.

14. Relationship of Parties.

The relationship between the parties will be that of independent contractors on a project basis and not that of employee and employer. Neither party will be deemed to be the legal representative of the other. It is expressly understood that this Agreement and the relationships between Software AG, Bangalore and Contractor hereby established do not constitute a partnership, joint venture, or contract of employment between them. Accordingly the Contractor shall be responsible for payment of all taxes arising out of the Contractors activities in accordance with this Agreement.

Contractor shall not be entitled to receive any benefits or participate in any benefit plan made to employees of Software AG, Bangalore.

15. Assignment.

This Agreement may be assigned by Software AG, Bangalore to a successor-in-interest without the consent of Contractor. This Agreement or any of its obligations may not be assigned by Contractor without the written consent of Software AG, Bangalore.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village)
Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com
CIN#: U72200KA2004FTC034618

16. Severability.

Any invalidity, in whole or in part, of any provision of this Agreement will not affect the validity of any other of its provisions.

17. General Provisions.

This Agreement will be governed by and construed according to the laws of India and both parties submit to the non-exclusive jurisdiction of Courts of India and Courts entitled to hear appeals there from. No waiver by Software AG, Bangalore of any default by Contractor will in any way prejudice Software AG, Bangalore with respect to any subsequent default by Contractor hereunder (whether or not similar). This Agreement represents the entire understanding of the parties with respect to the business described herein, and no further amendment or modification will be effective unless in writing and signed by all parties hereto.

EXECUTED BY THE PARTIES by their duly authorized officials as of the Effective Date.

Software AG Bangalore Technologies Pvt. Ltd	
Signature:	
Print Name:	**Vipin Bhaskaran**
Title:	**Head – HR Operations, India**

Mr. Tridib Bhattacharjee	
Signature:	
Print Name:	**Tridib Bhattacharjee**
Title:	**Consultant - R&D**

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village)
Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com
CIN#: U72200KA2004FTC034618

Software AG Bangalore Technologies Private Limited

EXHIBIT A

WORK ORDER

This document represents a STATEMENT OF WORK between Software AG Bangalore Technologies Pvt. Ltd ("Software AG, Bangalore") and **Tridib Bhattacharjee** ("Contractor"). This agreement (the "Agreement") sets forth the specifications for the deliverables, the tasks and responsibilities, and the schedule for the services provided hereunder.

Title:	**Consultant – R&D**	**Order Date:**	2nd January 2023
Contractor's Name:	**Tridib Bhattacharjee**	**Change Order Number:**	n/a
Project Number/ID (if applicable):	n/a	**Software AG, Bangalore' Project Manager/Contact:**	**Sreejesh Pulukool**
Contractor's Project Manager/Contact:	n/a	**Software AG, Bangalore' Purchase Order Number (if any):**	n/a
Contractor's Designated Billing Contact:	n/a	**Executive Sponsor (if any):**	Padma Reddy

SCOPE OF SERVICES

- R&D – Development and Testing

FEES

Software AG, Bangalore agrees to pay Contractor for services at the following rate(s):

Start Date	2nd January 2023
Completion Date	30th June 2023
Rate	INR 20000/- Gross per month
Other Terms	Notice Period – 1 Month (For both the parties)

EXECUTED BY THE PARTIES by their respective authorized representatives effective as of the Order Date.

Software AG Bangalore Technologies Pvt. Ltd	
Signature:	
Print Name:	**Vipin Bhaskaran**
Title:	**Head – HR Operations, India**

Mr. Tridib Bhattacharjee	
Signature:	
Print Name:	**Tridib Bhattacharjee**
Title:	**Consultant - R&D**

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

SUMERU GLOBAL TECHNOLOGIES PRIVATE LIMITED
Unit 401, 413 Princess Business Skyline, Scheme No. 54, PU3 Commercial, AB Road, Indore, 452010

Offer Letter cum Employment Agreement

Date: 28 Feb 2022

Sujith L
#1484, 23rd cross, HSR Layout, Sector 7,
Rajiv Gandhi Nagar, Bengaluru-560102

Dear Sujith,

Congratulations and welcome to the Sumeru India family!

Based on the resume we have received, your interviews and other discussions, we are pleased to offer you a role of **Junior Developer** in **Sumeru Global Technologies Private Limited.**

Your base salary including all benefits will be ₹ 3,60,000 per annum with ₹ 20,000 payable per month during probation and training period .

You can find the detailed description of the same along with break-up of the compensation package in Annexure 2.

Date of Joining: 4 April 2022

You shall be posted at our **Bangalore office** located at **Second Floor "SAMVIT" Next to Art of Living Ashram, Near Udayapura Bus Stop, Bangalore, KA – 560082.** However, we can transfer you to any of the Company's project in India or abroad. In addition to this, you will be eligible for up to 14 days working from home in a month.

Please bring along with you the original documents specified per the list attached, to enable our talent team representative to complete the joining formalities.

Please sign a copy of this Offer Letter in acceptance and return it to us no later than 3 working days from the date of issueing this Offer Letter. Please note, if we do not receive your acceptance within this period, our offer will stand withdrawn.

You shall be required to complete all the joining formalities enclosed in the Annexure below and your appointment shall be governed by the following rules:

Sumeru expects all staff member to follow highest standards of professionalism, integrity and honesty. As a part of this long-standing policy, following are the basic requirements to be followed:

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

A. Non- Disclosure and Maintenance of Complete Confidentiality.

B. Regularity and Punctuality.

C. Compliance with Sumeru's regulation and policies set up by the Management from time to time.

There are three Annexures attached to and forming part of this Offer Letter:

- Annexure 1 – which sets out the terms and conditions of your employment with the Company.
- Annexure 2 – which sets out your remuneration and related particulars; and
- Annexure 3 – Client specific conditions

If you wish to discuss any detail of this offer please feel free to contact us. We look forward to your joining and having a great career with Sumeru, and contributing to making an impact that matters.

Yours faithfully,
For Sumeru

Name :

Signature :

Date of Signature :

I accept employment with the Company on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

Name : SUJITH T L

Signature : DocuSigned by: 404B7F851E894A7...

Date of Signature : 3/1/2022

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Annexure 1
Employment Agreement

This Employment Agreement ("**Agreement**") is made and entered on 4 April 2022 ("**Effective Date**").

BETWEEN

Sumeru Global Technologies Private Limited on behalf of itself and its wholly owned subsidiaries, with its corporate office located at **Unit 401,413 Princess Business Skyline, Scheme No. 54, PU3 Commercial, AB Road, Indore, 452010** (hereinafter referred to as "**Company**") which expression shall, unless repugnant to context, mean and include its administrators, representatives, affiliates, assigns, agents, legal entities and successors of the One Part.

AND

Mr. SUJITH T L **, having Aadhar Number** 769534720960 **with place of residence at** S/O: Lingappa T, Dharani nilaya, Jogimatti road 8th cross, Chitradurga, Karnataka, 577501 **(hereinafter referred to as "Employee" or "You") which expression shall, unless repugnant to the context mean and include its agents, assigns, representatives and successors of the Other Part.**

Hereinafter each of the Company and Employee is sometimes referred to individually as a "Party" and collectively as "Parties".

WHEREAS:

1. Company is a leading player in Software and IT Industry, which shall include without any limitation, Cyber Security, Data Analytics, Salesforce cloud solutions, IT services, Digital Marketing, ERP solutions and Staff Augmentation. The Company's sole purpose is to provide value to the businesses on the digital arena and play a vital role in the ongoing digital revolution.
2. Company is seeking to employ individuals with certain skill sets and credentials with respect to its business.
3. Employee approached Company representing that he/she has the requisite skill sets, expertise and credentials for providing the service as set forth by the Company, and is willing to provide its services to the Company for the purposes, mentioned in the Agreement.
4. Based on the representations and warranties made by the Employee regarding its suitability and eligibility for providing its services to the Company, the Company is willing to appoint the Employee for the purpose and on the terms and conditions contained herein.
5. Pursuant to due discussions and deliberations by and between themselves, the Parties hereto have shown the intention to co-operate with each other by effecting and executing this Agreement on the terms and conditions mutually agreed upon which they were desirous of reducing into writing, being, in fact, these presents.

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

NOW THIS AGREEMENT WITNESSETH AND IN CONSIDERATION of the mutual covenants and obligation contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, this Agreement witnessed, and it is hereby mutually agreed, declared, confirmed and recorded by and between the Parties hereto as follows:

Appointment:
Subject to the term of the Agreement, Company hereby appoints Employee for the position of **Junior Analyst** to provide his/her services to the Company on an exclusive and non-transferable basis. Employee shall hold its position in the Company and take up its obligations under this Agreement from Effective Date.

Salary Date:
The Salary will be deposited to your bank account on or before 7th of every month based on your attendance as on our system, and if for any unforeseen reason it gets delayed, the Company will inform you well in advance about the same.

Working Hours and Workplace:
The Employee may be required to work in shifts and/or in extended working hours as permitted by law. The Employee understands that during the Term of this Agreement, he/she may be deployed at other offices of the Company, offices of the Client/s or any other workplace of the Company as per the sole discretion of the Company. In such cases, the Company may set additional roles, policies, regulations etc. to be adhered to by the Employee in such places of work, the details of the same are provided in Annexure attached along. If there is any damage caused by the employee to any movable or immovable property belonging to others as well as that of the Company, then employee should be responsible for the same. Also, the employee should park their vehicles on their own risk and company is not responsible for any damage or theft of the same.

Job Assignment:
You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment you will also not be entitled to any additional compensation for carrying out any such assignments/job.

Your Employment with the Company:
You voluntarily agree to provide services to the Company as its employee in accordance with the Employment Contract and the Company Policy. Your employment with the Company is “at will”; either you or the Company may terminate it in accordance with this Employment Contract or Law.
Your designation, position/career level, business and location at the Employment Start Date are stated in Annexure. The Company may change any of these from time to time by a written notice to you. If you do not report for work on the Employment Start Date, this Employment Contract will stand automatically withdrawn and cancelled, unless the Company expressly agrees otherwise in writing.

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Employment Conditions:

Medical Fitness

(a) Your employment with the Company is at all times conditional upon your being medically fit to perform the services for the Company.
(b) You agree to notify the Company in writing promptly if there is any change in your health condition that renders you medically not fit to perform your work for the Company.
(c) The Company may at any time require you to undergo medical examination(s) by a medical practitioner of the Company's choice. You consent to the Company maintaining copies of the documents, reports and medical examination results and use them as necessary in relation to your employment with the Company. You acknowledge these records may continue to be maintainedby the Company even after your employment ceases.

Background Verification

(a) The Company as a policy will conduct a background check on its new hires. Your employment is conditional upon the information contained in your CV or resume as being true, correct and accurate, including the documents furnished by you as being genuine, and upon any reference checks conducted by the Company being successfully completed. You authorize the Company to conduct such searches as necessary.
(b) While the Company may rely on your affirmation as to the veracity of the Employee Information, the Company reserves the right to have your Employee Information (including background) verified. For this purpose, you give your consent to the Company conducting verification checks whether by itself or through service providers and for sharing the Employee Information with the persons involved in conducting the verification checks.

Compliance with Professional Standards and Law

Where your services comprise or include any professional services to which any regulatory or professional standards apply, you shall in the performance of your services under this Employment Contract, comply with all such standards. You will perform your services at all times in compliance with Law.

Probation Period and Confirmation:

Probation Period

In furtherance of Employee's appointment, he/she shall undergo training, to be provided by the Company, for a period of six (6) months, however the probation period can be reduced or increased at Company's discretion depending upon their role and responsibilities ("Probation Period"). During this period Employee will undergo training wherein Employee will learn about the work done and the business secrets of the Company and Employee's work efficiency and suitability as to the work and to the Company shall be evaluated. Based on Employee's performance and conduct, the Company shall determine the successful completion of the Probation Period. If the performance or conduct of the Employee is found to be below the Company's expectation during/at the end of the Probation Period or the Employee is otherwise found unsuitable by the Company to provide his/her services, then the Employee's services may be terminated without any notice, or the Probation Period may be extended, as per the sole

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

discretion of the Company. Employee understands that the Company reserves the sole right to determine whether Employee's performance, suitability and conduct is up to the Company's expectation and to determine the termination of the Employee's association or extension of the Probation Period for as long as it deems fit.

Confirmation

Employee's association with the Company shall be confirmed only upon successful and satisfactory completion of the Probation Period, as may be determined solely by the Company. Employee's confirmation shall become effective only on receipt of a Confirmation letter/mail issued by the Company to the Employee. Confirmation shall be from the date, and in accordance with the additional terms (if any) mentioned in the Confirmation letter. Post confirmation, if services are terminated by the Company for the reasons attributed to indiscipline, misconduct or lack of good performance, no notice period will be applicable & no compensation will be payable.

Notice Period:

For normal separation request initiated by employee, during probation period, the notice period shall be 30 days. Post confirmation the notice period for the Employee shall be 90 days. However, the same may vary on client to client basis and the detailed description of it can be found in Annexure.

Increment:

Company has its own system Increments on annual basis from the date of joining. For outstanding performance out of turn increments can be given. In case of poor performance Company can withhold the Employee's increment or can deny increment for that period.

Full and Final Settlement:

The Company will clear the last salary / pending dues within 45 days from the date of termination/expiry of the Agreement.

Security:

You must safeguard the company's assets; this includes protecting them from unauthorized use. It is your responsibility to look after your personal belongings. It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes.

You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Confidential Information:

(a) By virtue of this agreement, Employee is likely to have an access to Confidential Information and it thereby agrees to keep the Confidential Information in trust and confidence and to not disclose the Confidential Information to any Third Parties without the prior written consent of the Company.

(b) The Employee agrees it shall use a reasonable standard of care, but no less than the degree of care that it uses for the protection of its own confidential and proprietary information, to safeguard Confidential and Proprietary Information provided by the Company. The Employee ensure that the Confidential Information disclosed to him/her, including all copies thereof, are protected against theft, modification, and unauthorized disclosure or access. He/she shall not distribute, transmit, disassemble, reverse engineer, utilize and/or create copies, extracts, logs, records, abstractions or other derivative works of the Confidential Information, or based on or in relation to the Confidential Information, save for where copies are made for the purpose of supplying Confidential Information to persons to whom disclosure of Confidential Information is expressly permitted under this Agreement, or any other agreement entered into between the Parties.

(c) The Employee may disclose Confidential Information if required to comply with a court order or other government demand that has the force of law. Before doing so, the Employee required to make the authorized disclosure must seek the highest level of protection available and give Company prior notice (wherever possible) to provide a reasonable chance to seek a protective order or any other appropriate remedy. In the event such a protective order or other remedy is not obtained, the Party so required to make the authorized disclosure shall furnish only that portion of the Confidential Information that is legally required and the disclosure of the Confidential Information shall continue to have its confidentiality even after any such authorized disclosure.

(d) The Employee agrees to notify the Company promptly upon discovery of any actual or suspected loss, theft, unauthorized access, use or disclosure of Confidential Information and to cooperate with the Company to help regain control of the Confidential Information and prevent further unauthorized use or disclosure of it including providing all reasonable financial as well as non-financial assistance to the Company in connection with any proceedings which it may seek to institute against any Person for such breach of confidence.

Data Privacy:

a) Employee by virtue of its position in the Company during the Term of this Agreement shall receive certain personal information including but not limited to name, address, age, e-mail, mobile number and any other detail of the Client/s or any Third Parties (hereinafter referred to as "**Personally Identifiable Information**"). All such Personally Identifiable Information shall be collected by the Employee only with the consent of the Person to whom such Personally Identifiable Information belongs and from whom it is being collected, and such consent shall be obtained free from any coercion, fraud, undue influence or misrepresentation.

b) All such Personally Identifiable Information collected, abstracted and stored directly or indirectly shall be identified, clearly marked and recorded by written means as such by the Employee in all documentation.

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

c) Employee shall at all times keep such Personally Identifiable Information private and follow the established data protection policies to guarantee the data collected against the breach, theft, loss, unauthorized use and the other perils likely to affect the security of such personal data.

d) In case of breach of Personally Identifiable Information, Employee shall take the following steps:
   a) Mitigate the effect/s of such breach.
   b) Inform Company within one (1) hour of such breach and provide solutions for affected Person.
   c) Find ways to prevent such issues in future.
   d) Maintain a document regarding any breach in relation to the facts relating to such breach which shall be verified by the supervising authority from time to time.

e) In addition to Applicable Laws, Employee shall at all times act in compliance with the data privacy laws and the data protection policies of the Company, by whatever name called, pertinent to where the Person whose Personally Identifiable Information is being collected, is so located if such laws and policies provide higher protection.

f) The obligations under this clause shall be construed as material obligations under this Agreement.

Intellectual Property:

(a) Employee agrees that Company own its respective legal rights, titles and interests in Company's business, the Service/s, their trademarks, brand names, logos, contents and all their other Intellectual Property which exist or may come into existence at any time during the Term or after that (whether those rights happen to be registered or not, and wherever in the world those rights may exist).

(b) Employee agrees that during the Term of this Agreement or thereafter, shall not replicate and/or reverse engineer and/or copy and/or re-brand and/or sell and/or make any use of any of the Intellectual Property of the Company in any manner.

(c) Employee agrees that all inventions that (i) are developed using database, facilities, trade secrets, Confidential Information or proprietary information of Company, (ii) result from work performed by the Employee for Company or otherwise during the term of the Employee's relationship with Company, or (iii) relate to the Company's business or actual or demonstrably anticipated research and development (collectively, the "**Assigned Inventions**"), will be the sole and exclusive property of Company and Company shall own all rights, titles and interest in such Assigned Inventions. In addition Employee agrees to assign, and does hereby assign to Company all right, title and interest in and to any and all such Assigned Inventions (and all proprietary rights with respect to or relating thereto). Such assignment shall be unconditional, irrevocable, perpetual, and worldwide.

Indemnification:

Employee agrees to indemnify, defend and hold harmless the Company, its directors, associates, employees, staff, agents, assigns, affiliates, representatives and any legal entity in which the Company holds any interest, from and against all claims (including without limitation claims from the Client, the Persons whose/ from whom Personally Identifiable Information is collected and all other Third Party claims), actions, demands, damage, obligations, settlements, judgments, suits, proceedings and liabilities

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

and all direct as well as indirect costs, charges, expenses, losses and damages (exemplary/ punitive/ special/ consequential):

i. incurred or suffered by or caused to or sustained by the Company by reason of any breach, non-observance and/or non-performance of any of the terms and conditions of this Agreement by the Employee;
ii. any act of misconduct, negligence, wrongful acts of omission or commission, misuse of systems or failure to follow the policies, regulations, rules and procedures established by the Company;
iii. misuse or improper use of Confidential Information, Personal Data/Personally Identifiable Information and/or Intellectual Property by the Employee;
iv. any non-compliance with the provisions of law during the Term of this Agreement/association with the Company and for which the Company may face harm/charges/loss of any kind.

Non-Circumvention:

Employee hereby unconditionally and irrevocably agrees and warrants that at any time during and for a period of one (1) year after the termination/expiration of this Agreement:

i. other than for performance of its Services, it shall not directly or indirectly contact or communicate with any Client/s or any potential Client regarding Company, the Services, any competing services or any matter related to the transaction which is same as or similar to the transaction being carried out under this Agreement.
ii. it shall not bypass or circumvent Company in course of this transaction or any other transaction to be entered into between Company and the Employee at any time after the execution of the Agreement.

Non-Solicitation:

You hereby agree not to solicit or cause to be solicited, either during the currency or this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell attempt to sell or solicit the sale of products or services competitive with those of the Company to Company's customers. or (e) take any action to discourage or divert any supplier or customer from doing business with the Company.

Non-Compete:

The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to during his/her employment with the Company, to perform for the

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and

- Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
- For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.
- The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company.
- The Employee shall not during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Director/ CEO of the Company engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.

Alternative cum Dual Employment Prohibited:

As a full-time associate of Sumeru, you are not permitted to undertake any other employment / assignment, direct/indirect business or work, honorary or remunerative, without the prior permission of the management, in writing, in each case.

Retirement or other Benefits:

- Where required by Company Policy or Law, you will be required to contribute to the retirement and other benefit scheme(s) in force at the relevant time. You consent to the Company deducting from your remuneration all such contributions.
- Where the Company has set up trust or arranged for retirement contributions to be managed by a trust (including those by government), you acknowledge that those benefits may only be claimed by you in accordance with the applicable scheme. To that extent, you discharge the Company as to payment of those parts of Remuneration.

Taxes:

You will be solely responsible to account for your remuneration and comply with all applicable tax laws in respect of your remuneration, except that where Law requires the Company to deduct income tax and/or statutory levies, the Company will make such deduction and pay you the balance remuneration. With respect to any such deduction, compliance with Law will operate as a discharge of the Company's obligation to pay the part of the remuneration comprised in the deduction.

Changes, Declarations, Confirmation:

You acknowledge that changes may be needed to this Employment Contract and/or the Company Policy depending on business and market needs from time to time. The Company may by a general or specific notice revise any of these.

DS

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

At the time of commencement of your employment or thereafter the Company may from time to time request you to provide declarations, confirmations or representations as the Company considers reasonably necessaryin the circumstances. You shall promptly comply with such requests.

Representation:
The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.

Governing Law & Jurisdiction:
The terms and conditions of this letter of appointment/ employment agreement shall be governed by the laws of India and disputes arising herein shall be subject to the Jurisdiction of the courts of Indore, Madhya Pradesh.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : SUJITH T L

Signature : DocuSigned by: 404B7E851E894A7... _____

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Annexure – 2
Salary Sheet

Earnings (Rs.) Per Month		Deductions (Rs.) Per Month	
Basic	₹ 12,000	Professional Tax	₹ 167
HRA	₹ 3,600	Employee PF	₹ 1,800
Bonus	₹ 2,499	ESI	₹ 0
Special Allowance	₹ 9,524		
Gross Salary	**₹ 27,623**	**Deductions**	**₹ 1,967**
Meal Coupons	₹ 0		
Employer PF	₹ 1,800		
Gratuity	₹ 577		
Medical Insurance	₹ 0		
CTC Per Month	**₹ 30,000**	**Net Home Take Per Month**	**₹ 25,656**

Employee will be eligible for the below benefit only after completing the probation period:

Other Benefits	
Group Mediclaim Insurance Coverage (Clubbable)	Employee & Spouse: ₹ 3,00,000 per annum
Group Personal Accident Insurance Coverage	₹ 5,00,000

General Terms and Conditions for Remuneration and/or Benefits:

The following are the general terms and conditions that apply to the Remuneration and Benefits set out in this Employment Agreement:

(a) Remuneration payable under the Employment Agreement (including, for the avoidance of doubt, its structure or components or any of the benefits) are subject to Company Policy applicable at the relevant time(s). Any of these may from time to time be revised, modified or replaced by the Company.

(b) Certain payments or benefits require that you must be in the employment of the Company at the timeof payment. These will be either set out in this Employment Agreement or as applicable under the Company Policy for such payments or benefits at the relevant time.

- Note that, as this is a unique arrangement between you and the Company, it has to be kept strictly confidential and it can be discussed only with the undersigned/Director and/or their nominees. You will be solely responsible for any disclosures to colleagues/peers that can lead to appropriate disciplinary action.

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : SUJITH T L

Signature : DocuSigned by: 404B7E851E894A7...

Annexure – 3

DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

Termination:

Termination for convenience

Company may terminate this Agreement at any time (even during the Lock-in Period) without assigning any reason for the same by giving the Employee thirty (30) days prior notice.

Termination for cause

On account of Employee breaching any provision of this Agreement or upon happening of any Event of Default, Company shall have the right to terminate this Agreement without providing any notice period to the Employee, and by sending a written communication to the Employee in that regard. Such termination shall come into effect immediately on receipt of such written communication.

Voluntary termination by Employee

The Employee may voluntarily terminate his/her employment hereunder at any time after the completion of Probation Period, upon ninety (90) days prior written notice to the Company; however, the Company reserves the right, upon written notice to the Employee, to accept the Employee's notice of resignation and to accelerate such notice and make the Employee's resignation effective immediately, or on such other date prior to Employee's intended last day of work as the Company deems appropriate.

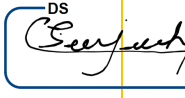
Lock-in Period:

If the term of this Agreement is for more than 6 months, then there shall be a lock-in period of 24 months for the Employee; during which the Employee shall not be allowed to terminate this Agreement in any given scenario. If the Employee due to any unforeseen reasons terminates this Agreement during the lock-in period then he/she shall be laible to compensate the Company by paying the amount that is equivalent to his/her monthly salary for remaining months of lock-in period under this Agreement.

Documents Required:

- You will bring all educational and professional certificates, proof of date of birth, PAN Card, Last 3 pay slips, proof of residence along with 4 Passport size photographs.
- Please note It is mandatory to submit AADHAAR card copy on the day of joining, without which we cannot make payment of your salary. The AADHAAR card should have date of birth in DDMMYYYY format.
- You will submit the details of total income and tax deducted or Form 16 of the previous employer at the time of joining.
- This offer is based on the Profile submitted by you and the interview and discussions we had with you. If there is any mis-representation or false claim from your end, this offer cum agreement shall stand terminated without notice.
- Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.



DocuSign Envelope ID: 5B91AF9A-4BF1-46CB-B263-F841D06D39A4

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : SUJITH T L

Signature : DocuSigned by: 404B7F851E894A7...

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

SUMERU GLOBAL TECHNOLOGIES PRIVATE LIMITED
Unit 401, 413 Princess Business Skyline, Scheme No. 54, PU3 Commercial, AB Road, Indore, 452010

Offer Letter cum Employment Agreement

Date: 28 Feb 2022

Varun Rao
#166, 1st Cross 1st Main Road, Vidyaranyaanagar Magadi Road,
Bangalore North, Bangalore, Karnataka-560023

Dear Varun,

Congratulations and welcome to the Sumeru India family!

Based on the resume we have received, your interviews and other discussions, we are pleased to offer you a role of **Junior Developer** in **Sumeru Global Technologies Private Limited.**

Your base salary including all benefits will be ₹ 3,60,000 per annum with ₹ 20,000 payable per month during probation and training period .

You can find the detailed description of the same along with break-up of the compensation package in Annexure 2.

Date of Joining: 4 April 2022

You shall be posted at our **Bangalore office** located at **Second Floor "SAMVIT" Next to Art of Living Ashram, Near Udayapura Bus Stop, Bangalore, KA – 560082.** However, we can transfer you to any of the Company's project in India or abroad. In addition to this, you will be eligible for up to 14 days working from home in a month.

Please bring along with you the original documents specified per the list attached, to enable our talent team representative to complete the joining formalities.

Please sign a copy of this Offer Letter in acceptance and return it to us no later than 3 working days from the date of issueing this Offer Letter. Please note, if we do not receive your acceptance within this period, our offer will stand withdrawn.

You shall be required to complete all the joining formalities enclosed in the Annexure below and your appointment shall be governed by the following rules:

Sumeru expects all staff member to follow highest standards of professionalism, integrity and honesty. As a part of this long-standing policy, following are the basic requirements to be followed:

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

A. Non- Disclosure and Maintenance of Complete Confidentiality.

B. Regularity and Punctuality.

C. Compliance with Sumeru's regulation and policies set up by the Management from time to time.

There are three Annexures attached to and forming part of this Offer Letter:

- Annexure 1 – which sets out the terms and conditions of your employment with the Company.
- Annexure 2 – which sets out your remuneration and related particulars; and
- Annexure 3 – Client specific conditions

If you wish to discuss any detail of this offer please feel free to contact us. We look forward to your joining and having a great career with Sumeru, and contributing to making an impact that matters.

Yours faithfully,
For Sumeru

Name :

Signature :

Date of Signature :

I accept employment with the Company on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

Name : Varun V Rao

Signature : DocuSigned by: Varun V Rao AE3F1E18ECBC4CA...

Date of Signature : 3/2/2022

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Annexure 1
Employment Agreement

This Employment Agreement ("**Agreement**") is made and entered on 4 April 2022 ("**Effective Date**").

BETWEEN

Sumeru Global Technologies Private Limited on behalf of itself and its wholly owned subsidiaries, with its corporate office located at **Unit 401,413 Princess Business Skyline, Scheme No. 54, PU3 Commercial, AB Road, Indore, 452010** (hereinafter referred to as "**Company**") which expression shall, unless repugnant to context, mean and include its administrators, representatives, affiliates, assigns, agents, legal entities and successors of the One Part.

AND

Mr. Varun V Rao**, having Aadhar Number** 8315 4732 8308 **with place of residence at** #166,1 st cross 1st Main Road, Vidyaranyaanagar Magadi Road, Bangalore North,Bangalore,Karnatak **(hereinafter referred to as "Employee" or "You") which expression shall, unless repugnant to the context mean and include its agents, assigns, representatives and successors of the Other Part.**

Hereinafter each of the Company and Employee is sometimes referred to individually as a "Party" and collectively as "Parties".

WHEREAS:

1. Company is a leading player in Software and IT Industry, which shall include without any limitation, Cyber Security, Data Analytics, Salesforce cloud solutions, IT services, Digital Marketing, ERP solutions and Staff Augmentation. The Company's sole purpose is to provide value to the businesses on the digital arena and play a vital role in the ongoing digital revolution.
2. Company is seeking to employ individuals with certain skill sets and credentials with respect to its business.
3. Employee approached Company representing that he/she has the requisite skill sets, expertise and credentials for providing the service as set forth by the Company, and is willing to provide its services to the Company for the purposes, mentioned in the Agreement.
4. Based on the representations and warranties made by the Employee regarding its suitability and eligibility for providing its services to the Company, the Company is willing to appoint the Employee for the purpose and on the terms and conditions contained herein.
5. Pursuant to due discussions and deliberations by and between themselves, the Parties hereto have shown the intention to co-operate with each other by effecting and executing this Agreement on the terms and conditions mutually agreed upon which they were desirous of reducing into writing, being, in fact, these presents.

DS VR

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

NOW THIS AGREEMENT WITNESSETH AND IN CONSIDERATION of the mutual covenants and obligation contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, this Agreement witnessed, and it is hereby mutually agreed, declared, confirmed and recorded by and between the Parties hereto as follows:

Appointment:
Subject to the term of the Agreement, Company hereby appoints Employee for the position of **Junior Analyst** to provide his/her services to the Company on an exclusive and non-transferable basis. Employee shall hold its position in the Company and take up its obligations under this Agreement from Effective Date.

Salary Date:
The Salary will be deposited to your bank account on or before 7th of every month based on your attendance as on our system, and if for any unforeseen reason it gets delayed, the Company will inform you well in advance about the same.

Working Hours and Workplace:
The Employee may be required to work in shifts and/or in extended working hours as permitted by law. The Employee understands that during the Term of this Agreement, he/she may be deployed at other offices of the Company, offices of the Client/s or any other workplace of the Company as per the sole discretion of the Company. In such cases, the Company may set additional roles, policies, regulations etc. to be adhered to by the Employee in such places of work, the details of the same are provided in Annexure attached along. If there is any damage caused by the employee to any movable or immovable property belonging to others as well as that of the Company, then employee should be responsible for the same. Also, the employee should park their vehicles on their own risk and company is not responsible for any damage or theft of the same.

Job Assignment:
You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment you will also not be entitled to any additional compensation for carrying out any such assignments/job.

Your Employment with the Company:
You voluntarily agree to provide services to the Company as its employee in accordance with the Employment Contract and the Company Policy. Your employment with the Company is “at will”; either you or the Company may terminate it in accordance with this Employment Contract or Law.
Your designation, position/career level, business and location at the Employment Start Date are stated in Annexure. The Company may change any of these from time to time by a written notice to you. If you do not report for work on the Employment Start Date, this Employment Contract will stand automatically withdrawn and cancelled, unless the Company expressly agrees otherwise in writing.

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Employment Conditions:

Medical Fitness

(a) Your employment with the Company is at all times conditional upon your being medically fit to perform the services for the Company.
(b) You agree to notify the Company in writing promptly if there is any change in your health condition that renders you medically not fit to perform your work for the Company.
(c) The Company may at any time require you to undergo medical examination(s) by a medical practitioner of the Company's choice. You consent to the Company maintaining copies of the documents, reports and medical examination results and use them as necessary in relation to your employment with the Company. You acknowledge these records may continue to be maintainedby the Company even after your employment ceases.

Background Verification

(a) The Company as a policy will conduct a background check on its new hires. Your employment is conditional upon the information contained in your CV or resume as being true, correct and accurate, including the documents furnished by you as being genuine, and upon any reference checks conducted by the Company being successfully completed. You authorize the Company to conduct such searches as necessary.
(b) While the Company may rely on your affirmation as to the veracity of the Employee Information, the Company reserves the right to have your Employee Information (including background) verified. For this purpose, you give your consent to the Company conducting verification checks whether by itself or through service providers and for sharing the Employee Information with the persons involved in conducting the verification checks.

Compliance with Professional Standards and Law

Where your services comprise or include any professional services to which any regulatory or professional standards apply, you shall in the performance of your services under this Employment Contract, comply with all such standards. You will perform your services at all times in compliance with Law.

Probation Period and Confirmation:

Probation Period

In furtherance of Employee's appointment, he/she shall undergo training, to be provided by the Company, for a period of six (6) months, however the probation period can be reduced or increased at Company's discretion depending upon their role and responsibilities ("Probation Period"). During this period Employee will undergo training wherein Employee will learn about the work done and the business secrets of the Company and Employee's work efficiency and suitability as to the work and to the Company shall be evaluated. Based on Employee's performance and conduct, the Company shall determine the successful completion of the Probation Period. If the performance or conduct of the Employee is found to be below the Company's expectation during/at the end of the Probation Period or the Employee is otherwise found unsuitable by the Company to provide his/her services, then the Employee's services may be terminated without any notice, or the Probation Period may be extended, as per the sole

DS VR

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

discretion of the Company. Employee understands that the Company reserves the sole right to determine whether Employee's performance, suitability and conduct is up to the Company's expectation and to determine the termination of the Employee's association or extension of the Probation Period for as long as it deems fit.

Confirmation

Employee's association with the Company shall be confirmed only upon successful and satisfactory completion of the Probation Period, as may be determined solely by the Company. Employee's confirmation shall become effective only on receipt of a Confirmation letter/mail issued by the Company to the Employee. Confirmation shall be from the date, and in accordance with the additional terms (if any) mentioned in the Confirmation letter. Post confirmation, if services are terminated by the Company for the reasons attributed to indiscipline, misconduct or lack of good performance, no notice period will be applicable & no compensation will be payable.

Notice Period:

For normal separation request initiated by employee, during probation period, the notice period shall be 30 days. Post confirmation the notice period for the Employee shall be 90 days. However, the same may vary on client to client basis and the detailed description of it can be found in Annexure.

Increment:

Company has its own system Increments on annual basis from the date of joining. For outstanding performance out of turn increments can be given. In case of poor performance Company can withhold the Employee's increment or can deny increment for that period.

Full and Final Settlement:

The Company will clear the last salary / pending dues within 45 days from the date of termination/expiry of the Agreement.

Security:

You must safeguard the company's assets; this includes protecting them from unauthorized use. It is your responsibility to look after your personal belongings. It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes.

You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Confidential Information:

(a) By virtue of this agreement, Employee is likely to have an access to Confidential Information and it thereby agrees to keep the Confidential Information in trust and confidence and to not disclose the Confidential Information to any Third Parties without the prior written consent of the Company.

(b) The Employee agrees it shall use a reasonable standard of care, but no less than the degree of care that it uses for the protection of its own confidential and proprietary information, to safeguard Confidential and Proprietary Information provided by the Company. The Employee ensure that the Confidential Information disclosed to him/her, including all copies thereof, are protected against theft, modification, and unauthorized disclosure or access. He/she shall not distribute, transmit, disassemble, reverse engineer, utilize and/or create copies, extracts, logs, records, abstractions or other derivative works of the Confidential Information, or based on or in relation to the Confidential Information, save for where copies are made for the purpose of supplying Confidential Information to persons to whom disclosure of Confidential Information is expressly permitted under this Agreement, or any other agreement entered into between the Parties.

(c) The Employee may disclose Confidential Information if required to comply with a court order or other government demand that has the force of law. Before doing so, the Employee required to make the authorized disclosure must seek the highest level of protection available and give Company prior notice (wherever possible) to provide a reasonable chance to seek a protective order or any other appropriate remedy. In the event such a protective order or other remedy is not obtained, the Party so required to make the authorized disclosure shall furnish only that portion of the Confidential Information that is legally required and the disclosure of the Confidential Information shall continue to have its confidentiality even after any such authorized disclosure.

(d) The Employee agrees to notify the Company promptly upon discovery of any actual or suspected loss, theft, unauthorized access, use or disclosure of Confidential Information and to cooperate with the Company to help regain control of the Confidential Information and prevent further unauthorized use or disclosure of it including providing all reasonable financial as well as non-financial assistance to the Company in connection with any proceedings which it may seek to institute against any Person for such breach of confidence.

Data Privacy:

a) Employee by virtue of its position in the Company during the Term of this Agreement shall receive certain personal information including but not limited to name, address, age, e-mail, mobile number and any other detail of the Client/s or any Third Parties (hereinafter referred to as "**Personally Identifiable Information**"). All such Personally Identifiable Information shall be collected by the Employee only with the consent of the Person to whom such Personally Identifiable Information belongs and from whom it is being collected, and such consent shall be obtained free from any coercion, fraud, undue influence or misrepresentation.

b) All such Personally Identifiable Information collected, abstracted and stored directly or indirectly shall be identified, clearly marked and recorded by written means as such by the Employee in all documentation.

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

c) Employee shall at all times keep such Personally Identifiable Information private and follow the established data protection policies to guarantee the data collected against the breach, theft, loss, unauthorized use and the other perils likely to affect the security of such personal data.

d) In case of breach of Personally Identifiable Information, Employee shall take the following steps:
   a) Mitigate the effect/s of such breach.
   b) Inform Company within one (1) hour of such breach and provide solutions for affected Person.
   c) Find ways to prevent such issues in future.
   d) Maintain a document regarding any breach in relation to the facts relating to such breach which shall be verified by the supervising authority from time to time.

e) In addition to Applicable Laws, Employee shall at all times act in compliance with the data privacy laws and the data protection policies of the Company, by whatever name called, pertinent to where the Person whose Personally Identifiable Information is being collected, is so located if such laws and policies provide higher protection.

f) The obligations under this clause shall be construed as material obligations under this Agreement.

Intellectual Property:

(a) Employee agrees that Company own its respective legal rights, titles and interests in Company's business, the Service/s, their trademarks, brand names, logos, contents and all their other Intellectual Property which exist or may come into existence at any time during the Term or after that (whether those rights happen to be registered or not, and wherever in the world those rights may exist).

(b) Employee agrees that during the Term of this Agreement or thereafter, shall not replicate and/or reverse engineer and/or copy and/or re-brand and/or sell and/or make any use of any of the Intellectual Property of the Company in any manner.

(c) Employee agrees that all inventions that (i) are developed using database, facilities, trade secrets, Confidential Information or proprietary information of Company, (ii) result from work performed by the Employee for Company or otherwise during the term of the Employee's relationship with Company, or (iii) relate to the Company's business or actual or demonstrably anticipated research and development (collectively, the "**Assigned Inventions**"), will be the sole and exclusive property of Company and Company shall own all rights, titles and interest in such Assigned Inventions. In addition Employee agrees to assign, and does hereby assign to Company all right, title and interest in and to any and all such Assigned Inventions (and all proprietary rights with respect to or relating thereto). Such assignment shall be unconditional, irrevocable, perpetual, and worldwide.

Indemnification:

Employee agrees to indemnify, defend and hold harmless the Company, its directors, associates, employees, staff, agents, assigns, affiliates, representatives and any legal entity in which the Company holds any interest, from and against all claims (including without limitation claims from the Client, the Persons whose/ from whom Personally Identifiable Information is collected and all other Third Party claims), actions, demands, damage, obligations, settlements, judgments, suits, proceedings and liabilities

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

and all direct as well as indirect costs, charges, expenses, losses and damages (exemplary/ punitive/ special/ consequential):

i. incurred or suffered by or caused to or sustained by the Company by reason of any breach, non-observance and/or non-performance of any of the terms and conditions of this Agreement by the Employee;
ii. any act of misconduct, negligence, wrongful acts of omission or commission, misuse of systems or failure to follow the policies, regulations, rules and procedures established by the Company;
iii. misuse or improper use of Confidential Information, Personal Data/Personally Identifiable Information and/or Intellectual Property by the Employee;
iv. any non-compliance with the provisions of law during the Term of this Agreement/association with the Company and for which the Company may face harm/charges/loss of any kind.

Non-Circumvention:

Employee hereby unconditionally and irrevocably agrees and warrants that at any time during and for a period of one (1) year after the termination/expiration of this Agreement:

i. other than for performance of its Services, it shall not directly or indirectly contact or communicate with any Client/s or any potential Client regarding Company, the Services, any competing services or any matter related to the transaction which is same as or similar to the transaction being carried out under this Agreement.
ii. it shall not bypass or circumvent Company in course of this transaction or any other transaction to be entered into between Company and the Employee at any time after the execution of the Agreement.

Non-Solicitation:

You hereby agree not to solicit or cause to be solicited, either during the currency or this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell attempt to sell or solicit the sale of products or services competitive with those of the Company to Company's customers. or (e) take any action to discourage or divert any supplier or customer from doing business with the Company.

Non-Compete:

The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to during his/her employment with the Company, to perform for the

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and

- Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
- For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.
- The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company.
- The Employee shall not during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Director/ CEO of the Company engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.

Alternative cum Dual Employment Prohibited:

As a full-time associate of Sumeru, you are not permitted to undertake any other employment / assignment, direct/indirect business or work, honorary or remunerative, without the prior permission of the management, in writing, in each case.

Retirement or other Benefits:

- Where required by Company Policy or Law, you will be required to contribute to the retirement and other benefit scheme(s) in force at the relevant time. You consent to the Company deducting from your remuneration all such contributions.
- Where the Company has set up trust or arranged for retirement contributions to be managed by a trust (including those by government), you acknowledge that those benefits may only be claimed by you in accordance with the applicable scheme. To that extent, you discharge the Company as to payment of those parts of Remuneration.

Taxes:

You will be solely responsible to account for your remuneration and comply with all applicable tax laws in respect of your remuneration, except that where Law requires the Company to deduct income tax and/or statutory levies, the Company will make such deduction and pay you the balance remuneration. With respect to any such deduction, compliance with Law will operate as a discharge of the Company's obligation to pay the part of the remuneration comprised in the deduction.

Changes, Declarations, Confirmation:

You acknowledge that changes may be needed to this Employment Contract and/or the Company Policy depending on business and market needs from time to time. The Company may by a general or specific notice revise any of these.

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

At the time of commencement of your employment or thereafter the Company may from time to time request you to provide declarations, confirmations or representations as the Company considers reasonably necessaryin the circumstances. You shall promptly comply with such requests.

Representation:
The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.

Governing Law & Jurisdiction:
The terms and conditions of this letter of appointment/ employment agreement shall be governed by the laws of India and disputes arising herein shall be subject to the Jurisdiction of the courts of Indore, Madhya Pradesh.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : Varun V Rao _____

Signature : DocuSigned by: Varun V Rao AE3F1E18ECBC4CA... _____

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Annexure – 2
Salary Sheet

Earnings (Rs.) Per Month		Deductions (Rs.) Per Month	
Basic	₹ 12,000	Professional Tax	₹ 167
HRA	₹ 3,600	Employee PF	₹ 1,800
Bonus	₹ 2,499	ESI	₹ 0
Special Allowance	₹ 9,524		
Gross Salary	**₹ 27,623**	**Deductions**	**₹ 1,967**
Meal Coupons	₹ 0		
Employer PF	₹ 1,800		
Gratuity	₹ 577		
Medical Insurance	₹ 0		
CTC Per Month	**₹ 30,000**	**Net Home Take Per Month**	**₹ 25,656**

Employee will be eligible for the below benefit only after completing the probation period:

Other Benefits	
Group Mediclaim Insurance Coverage (Clubbable)	Employee & Spouse: ₹ 3,00,000 per annum
Group Personal Accident Insurance Coverage	₹ 5,00,000

General Terms and Conditions for Remuneration and/or Benefits:

The following are the general terms and conditions that apply to the Remuneration and Benefits set out in this Employment Agreement:

(a) Remuneration payable under the Employment Agreement (including, for the avoidance of doubt, its structure or components or any of the benefits) are subject to Company Policy applicable at the relevant time(s). Any of these may from time to time be revised, modified or replaced by the Company.

(b) Certain payments or benefits require that you must be in the employment of the Company at the timeof payment. These will be either set out in this Employment Agreement or as applicable under the Company Policy for such payments or benefits at the relevant time.

- Note that, as this is a unique arrangement between you and the Company, it has to be kept strictly confidential and it can be discussed only with the undersigned/Director and/or their nominees. You will be solely responsible for any disclosures to colleagues/peers that can lead to appropriate disciplinary action.

DS

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : Varun V Rao

Signature : DocuSigned by: Varun V Rao AE3F1E18ECBC4CA...

Annexure – 3

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

Termination:

Termination for convenience

Company may terminate this Agreement at any time (even during the Lock-in Period) without assigning any reason for the same by giving the Employee thirty (30) days prior notice.

Termination for cause

On account of Employee breaching any provision of this Agreement or upon happening of any Event of Default, Company shall have the right to terminate this Agreement without providing any notice period to the Employee, and by sending a written communication to the Employee in that regard. Such termination shall come into effect immediately on receipt of such written communication.

Voluntary termination by Employee

The Employee may voluntarily terminate his/her employment hereunder at any time after the completion of Probation Period, upon ninety (90) days prior written notice to the Company; however, the Company reserves the right, upon written notice to the Employee, to accept the Employee's notice of resignation and to accelerate such notice and make the Employee's resignation effective immediately, or on such other date prior to Employee's intended last day of work as the Company deems appropriate.

Lock-in Period:

If the term of this Agreement is for more than 6 months, then there shall be a lock-in period of 24 months for the Employee; during which the Employee shall not be allowed to terminate this Agreement in any given scenario. If the Employee due to any unforeseen reasons terminates this Agreement during the lock-in period then he/she shall be laible to compensate the Company by paying the amount that is equivalent to his/her monthly salary for remaining months of lock-in period under this Agreement.

Documents Required:

- You will bring all educational and professional certificates, proof of date of birth, PAN Card, Last 3 pay slips, proof of residence along with 4 Passport size photographs.
- Please note It is mandatory to submit AADHAAR card copy on the day of joining, without which we cannot make payment of your salary. The AADHAAR card should have date of birth in DDMMYYYY format.
- You will submit the details of total income and tax deducted or Form 16 of the previous employer at the time of joining.
- This offer is based on the Profile submitted by you and the interview and discussions we had with you. If there is any mis-representation or false claim from your end, this offer cum agreement shall stand terminated without notice.
- Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first mentioned above.

DS VR

DocuSign Envelope ID: EB709C77-FFEA-41E9-ACD2-394FDBA4EE97

SUMERU GLOBAL TECHNOLOGIES PRIVATE LIMITED
Unit 401, 413 Princess Business Skyline, Scheme No. 54, PU3 Commercial, AB Road, Indore, 452010

SIGNED AND DELIVERED by the within named "Company"

Company's Representative : _____

Designation : _____

Signature : _____

SIGNED AND DELIVERED by the within named "Employee"

Name : Varun V Rao

Signature : DocuSigned by: Varun V Rao AE3F1E18ECBC4CA...

SURYA

SURYA SOFTWARE SYSTEMS PRIVATE LIMITED
502/A, 1st Main Rd, 8th Block, Jayanagar, Bengaluru, Karnataka 560082
Ph: +91 80 4225 6000 info@surya-soft.com www.surya-soft.com
GST NO : 29AADCS6239FIZ6 CIN : U72200KA1998PTC023808

September 13th, 2021

To,
Mr. Ananth Desai,
C-202, RV Enclave Apartments,
13th Cross, 6th Main,
Malleswaram, Bangalore- 560003.

Sub: Letter of Intent

Dear Ananth,

Congratulations! We are pleased to make you a provisional offer of appointment as Software Development Engineer - I on the terms and conditions set out below.

Your total cost to company will be INR 7,10,000.

You will be required to do a two-month internship in your final semester . A detailed internship letter will be provided to you shortly, and a detailed appointment letter will be provided to you at the time of your onboarding.

You will be required to present some documents at the time of your onboarding, including but not limited to:

- 2 passport size photographs;
- Certified copy of PAN card along with the original;
- Certified copy of your marks sheet along with the original;
- Certified copy of your degree certificate along with the original;

An exhaustive list of documents will be made available to you prior to the date of your onboarding.

Please note that this offer is provisional and does not constitute a letter of appointment. The company reserves the right to revoke the same should you fail to complete your internship successfully, fail to graduate at the time of the commencement of employment for any reason whatsoever, or for any other reason that the company may see fit.

We look forward to having you join us!

For Surya Software Systems,



Authorized Signatory

SURYA

SURYA SOFTWARE SYSTEMS PRIVATE LIMITED
502/A, 1st Main Rd, 8th Block, Jayanagar, Bengaluru, Karnataka 560082
Ph: +91 80 4225 6000 info@surya-soft.com www.surya-soft.com
GST NO : 29AADCS6239FIZ6 CIN : U72200KA1998PTC023808

September 13th, 2021

To,
Mr. Sudarshan Dodiya,
30, Laxmi Bai Marg,
Badnawar, Dhar,
Madhya Pradesh - 454660.

Sub: Letter of Intent

Dear Sudarshan,

Congratulations! We are pleased to make you a provisional offer of appointment as Software Development Engineer - I on the terms and conditions set out below.

Your total cost to company will be INR 7,10,000.

You will be required to do a two-month internship in your final semester . A detailed internship letter will be provided to you shortly, and a detailed appointment letter will be provided to you at the time of your onboarding.

You will be required to present some documents at the time of your onboarding, including but not limited to:

- 2 passport size photographs;
- Certified copy of PAN card along with the original;
- Certified copy of your marks sheet along with the original;
- Certified copy of your degree certificate along with the original;

An exhaustive list of documents will be made available to you prior to the date of your onboarding.

Please note that this offer is provisional and does not constitute a letter of appointment. The company reserves the right to revoke the same should you fail to complete your internship successfully, fail to graduate at the time of the commencement of employment for any reason whatsoever, or for any other reason that the company may see fit.

We look forward to having you join us!

For Surya Software Systems,



Authorized Signatory

Offer: Computer Consultancy
Ref: TCSL/DT20218461704/Bangalore
Date: 26/11/2021

Mr. Chandan R
#645Hoovadigara Beedi,
Near Nageshwara Temple,
Begur-560068,
Karnataka.
Tel# -

Dear Chandan R,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Chandan R**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242722

Letter of Intent ("LOI")

Dear Aanchal Jain,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Aanchal Jain
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 07-Dec-2021 Ref: 1638886374225-12-2021

Burhan Baig,
DSE, Bangalore

Dear **Burhan Baig,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **6,50,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **0/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **05-Sep-2022**

Please note: If your date of joining is later than 05-Sep-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Burhan Baig

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer’s contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Cost to Company [D=A+B+C]	**6,50,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 07-Dec-2021 Ref: 1638886336945-12-2021

Keerthana B,
DSE, Bangalore

Dear **Keerthana B,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **6,50,000**/- per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **0/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

Scanned with CamScanner

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

Scanned with CamScanner

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.118, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **05-Sep-2022**

Please note: If your date of joining is later than 05-Sep-2022 - the offer stands cancelled automatically.

Kusthara B

Signature

10/12/21

Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 - Documents on the first day

Scanned with CamScanner

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Keerthana B

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer's contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Cost to Company [D=A+B+C]	**6,50,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Scanned with CamScanner

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Scanned with CamScanner

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

Scanned with CamScanner

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 07-Dec-2021 Ref: 1638886268881-12-2021

Kuruva Divya Sree,
DSE, Bangalore

Dear **Kuruva Divya Sree,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **6,50,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **0/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **05-Sep-2022**

Please note: If your date of joining is later than 05-Sep-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Kuruva Divya Sree

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer’s contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Cost to Company [D=A+B+C]	**6,50,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 07-Dec-2021 Ref: 1638886239136-12-2021

Nisha V Shetty,
DSE, Bangalore

Dear **Nisha V Shetty,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **6,50,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **0/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **05-Sep-2022**

Please note: If your date of joining is later than 05-Sep-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Nisha V Shetty

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer's contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Cost to Company [D=A+B+C]	**6,50,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 07-Dec-2021 Ref: 1638886396022-12-2021

Zuhair Bilal,
DSE, Bangalore

Dear **Zuhair Bilal,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **6,50,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **0/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **05-Sep-2022**

Please note: If your date of joining is later than 05-Sep-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Zuhair Bilal

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer’s contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Cost to Company [D=A+B+C]	**6,50,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

June 23, 2022

Mohammed Kashif
S/O: Mohammed Khaliq,
No.215,2nd C Main Road,
Near Lawrence School,
8th Block Koramangala,
Bangalore South, Koramangala Vi Block,
Bangalore, Karnataka, PIN Code: 560095

Dear Mohammed,

VMobi Solutions Private Limited is very pleased to make you an offer of employment to begin work as a **"Product Support Engineer"** on **June 27, 2022**. Your position will carry a compensation package of **INR 5,50,008/-** inclusive of fixed components. Your compensation package is unique and exclusive to you and should be treated confidentially and as a non-comparable package with other employees.

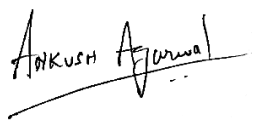
This offer expires on **June 25, 2022** (it may self-destruct thereafter ☺) and we request that you join us on **June 27, 2022**.

An Employee Confidentiality and Non-Competition Agreement as well as an Appointment Letter will be provided to you upon acceptance of this offer for review and execution on or before your first day of work.

On or before your joining date we will require you to submit the various documents for our records as mentioned in the list enclosed. Your appointment with VMobi Solutions Private Limited will come into effect only after you produce all the relevant documents from the attached list of documents. All offers are subject to satisfactory completion of reference checks.

Please feel free to contact us at careers@titan.com with any questions and to accept this offer.

Yours Sincerely,



Ankush Agarwal
Sr. Director, Talent Acquisition
& Corporate Operations

Mohammed Kashif

Enclosures:

1. List of documents to be submitted
2. Compensation
3. Benefits Package

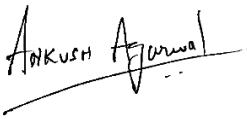
TITAN

COMPENSATION PACKAGE

Name: **Mohammed Kashif**
Designation: **Product Support Engineer**

COMPONENTS	₹/MONTH	₹/ANNUM	
Basic	18,334	2,20,008	*Fully Taxable*
House Rent Allowance	11,000	1,32,000	*Exempted from tax subject to certain conditions as per the Income Tax Rules*
Special Allowance	5,133	61,596	*Fully Taxable*
Flexible Pay	9,167	1,10,004	*Includes components such LTA, Meal Vouchers, Reimbursements for Communication, Books and Periodicals, Vehicle related expenses, Gadget Allowance. These components are fully/partially exempted from TDS, subjected to presentation of bills.*
Provident Fund	2,200	26,400	*12% of the employers contribution. An equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund.*
COST TO COMPANY	**45,834**	**5,50,008**	

VMobi Solutions Private Limited



Ankush Agarwal
Sr. Director, Talent Acquisition
& Corporate Operations

Mohammed Kashif

BENEFITS PACKAGE

Below is a summary of some key benefits that will be available to you.

Leave and Time-off

You will be eligible for 28 days of paid flexi leaves in a calendar year (pro-rated for new joiners from the date of joining). You can use these flexi leaves for taking time-off, during sickness or any other personal reason. Flexi leaves can be availed on working days meaning public holidays/weekends clubbed with leaves will not be considered as additional leaves.

Parental Leaves

We offer gender-neutral parental leaves depending on the caregiver's status. Expecting women employees can avail a total of 26 weeks of continuous leave (including public holidays and weekly offs) from the date of birth of their child. A maximum of 4 weeks can be availed prior to the birth of the child for any medical reasons. Under unavoidable circumstances (for medical reasons), if the mother is not available or requires additional support, the father may assume the role of primary caregiver.

The secondary caregiver (assumed to be the father) of a new-born child is entitled to a total of 4 weeks of leave which must be availed within 6 months of the birth of the child.

Group Hospitalization Insurance

The policy is a floater policy with coverage of INR 500,000 with an applicable sub-limit of INR 200,000 for dependent set of parents or parents-in-law. The policy covers employee, spouse, up to two children (up to 25 years of age) and a set of parents or parents-in-law.

Group Personal Accident Insurance

The policy offers coverage against the financial risk of death/injury sustained due to an accident of up to INR 1,000,000. The policy covers temporary and permanent disability.

Group Term Life Insurance

The policy offers coverage of up to four times the annual salary for employees in the unforeseen event of death. The benefit is passed on to declared dependent beneficiaries of the employee.

Entertainment Allowance

The policy allows employees to claim reimbursement of up to INR 1,800 per month towards expenses on movie tickets, concerts, live shows and other entertainment spent with family.

Employee Assistance Program (EAP)

You and your family will have access to a confidential counseling service 24/7. You can find more details about the same up on, on-boarding.

Gratuity

Gratuity will be payable as per the payment of Gratuity Act 1972.

While these are some of the key benefits, there are a host of other benefits and policies that you can refer to the intranet after on-boarding or during your induction or reach out to your HRBP.

TITAN

List of Documents

1. Four Passport size color photographs.

2. Proof of Residence:

Permanent (& Temporary if any) Passport/ Driving License/ Aadhar Card or any document stating your current and permanent place of residence.

3. Academic & Professional Certificates:

a) SSC, HSC passing certificate and mark sheet
b) Graduation Certificate and all semester mark sheets
c) Post Graduation Certificates and mark sheets
d) Any other Professional Course Certificates

4. Details of Previous Employment

a) Appointment letter (from all previous employers)
b) Increment Letter (If applicable)
c) Work experience certificate (from all previous employers)
d) Salary certificate/Pay slip of last 3 months salary drawn in previous Company
e) Bank statement of last 3 months from the previous employer (photocopy required)

5. Submit 1 photocopy of your Pan card & Aadhar Card (Both Mandatory)

6. Form 16/ Salary Certificate/ 16A issued by the relieving company.

7. References: Kindly provide two Professional References along with their contact details and their relation with you. No personal relation references would be accepted.

IMPORTANT: Please remember that you MUST submit the above documents on or before the day of joining. Also please carry the original (as well as 1 photocopy) of all the above mentioned documents for verification.

TITAN

July 04, 2022

Dear **R Nabeel Shariff,**

We are pleased to appoint you as a **"Product Support Engineer"** in the **Customer Support** department at **VMobi Solutions Private Limited.**, commencing from **July 04, 2022**. Your position will carry a compensation package of **INR 5,50,008/-** inclusive of fixed components

Your monthly consolidated compensation amount includes all allowances, bonus, concessions, conveyance and other expenses, holiday allowance, house rent allowance, leave salary, leave travel allowance, medical expenses, overtime, perquisites etc., and terminal benefits like Gratuity, Provident Fund and Superannuation. This amount is subject to any taxes / levies as may be imposed by the Central / State Government.

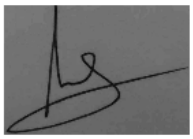
We will be spending significant resources towards your training in the initial months. You may choose to terminate the employment within 15 days of commencing work with the Company from your end without any implications.

You are required to study the HR Guidelines in our Central Repository and acquaint yourself with them thoroughly before you commence your work at Vmobi Solutions Pvt. Ltd. Following these guidelines is required for the duration of your employment at Vmobi Solutions Pvt. Ltd. Failure to follow these guidelines may result in termination of employment.

Kindly sign the copy of this letter and return the same to the Company as the token of your acceptance.

For Vmobi Solutions Pvt Ltd.,

Victor Prasad Horo
Authorized Signatory



R Nabeel Shariff

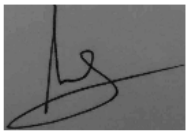
TITAN

COMPENSATION & BENEFITS PACKAGE

COMPONENTS	₹/MONTH	₹/ANNUM	
Basic	18,334	2,20,008	*Fully Taxable*
House Rent Allowance	11,000	1,32,000	*Exempted from tax subject to certain conditions as per the Income Tax Rules*
Special Allowance	5,133	61,596	*Fully Taxable*
Flexible Pay	9,167	1,10,004	*Includes components such LTA, Meal Vouchers, Reimbursements for Communication, Books and Periodicals, Vehicle related expenses, Gadget Allowance. These components are fully/partially exempted from TDS, subjected to presentation of bills.*
Provident Fund	2,200	26,400	*12% of the employers contribution. An equivalent amount will be deducted from your monthly salary in lieu of your contribution towards Provident Fund.*
COST TO COMPANY	**45,834**	**5,50,008**	

For Vmobi Solutions Pvt Ltd.,

Victor Prasad Horo
Authorized Signatory



R Nabeel Shariff

TITAN

BENEFITS PACKAGE

Below is a summary of some key benefits that will be available to you.

Leave and Time-off
You will be eligible for 28 days of paid flexi leaves in a calendar year (pro-rated for new joiners from the date of joining). You can use these flexi leaves for taking time-off, during sickness or any other personal reason. Flexi leaves can be availed on working days meaning public holidays/weekends clubbed with leaves will not be considered as additional leaves.

Parental Leaves
We offer gender-neutral parental leaves depending on the caregiver's status. Expecting women employees can avail a total of 26 weeks of continuous leave (including public holidays and weekly offs) from the date of birth of their child. A maximum of 4 weeks can be availed prior to the birth of the child for any medical reasons. Under unavoidable circumstances (for medical reasons), if the mother is not available or requires additional support, the father may assume the role of primary caregiver.

The secondary caregiver (assumed to be the father) of a new-born child is entitled to a total of 4 weeks of leave which must be availed within 6 months of the birth of the child.

Group Hospitalization Insurance
The policy is a floater policy with coverage of INR 500,000 with an applicable sub-limit of INR 200,000 for dependent set of parents or parents-in-law. The policy covers employee, spouse, up to two children (up to 25 years of age) and a set of parents or parents-in-law.

Group Personal Accident Insurance
The policy offers coverage against the financial risk of death/injury sustained due to an accident of up to INR 1,000,000. The policy covers temporary and permanent disability.

Group Term Life Insurance
The policy offers coverage of up to four times the annual salary for employees in the unforeseen event of death. The benefit is passed on to declared dependent beneficiaries of the employee.

Entertainment Allowance
The policy allows employees to claim reimbursement of up to INR 1,800 per month towards expenses on movie tickets, concerts, live shows and other entertainment spent with family.

Employee Assistance Program (EAP)
You and your family will have access to a confidential counseling service 24/7. You can find more details about the same up on, on-boarding.

Gratuity
Gratuity will be payable as per the payment of Gratuity Act 1972.

While these are some of the key benefits, there are a host of other benefits and policies that you can refer to the intranet after on-boarding or during your induction or reach out to your HRBP.

For Vmobi Solutions Pvt Ltd.,

Victor Prasad Horo

Victor Prasad Horo
Authorized Sign

R Nabeel Shariff

Offer Letter

Date: 13.03.2022

Name of Employee – Darryl Richard Andrade

College – Dayananda Sagar University

Degree & Stream – Computer Science and Engineering

Graduating Month & Year – 2022

Dear Darryl Richard Andrade

TopCentile thanks you for participating in our Placement drive. We hereby announce that you have successfully cleared all assessments as part of our selection process. We are pleased to offer you and engage your services for MERN Stack Development.

Your engagement with TopCentile will be subject to the following Terms & Conditions:

1. TopCentile:

1. Offers to engage you as a MERN Stack Developer
2. Will provide understudy training in MERN Stack for a period of initial 3 months & 12 days - April 18th to July 31st ("Training Period").
3. Will offer you a compensation of INR 4,54,000/- (Four Lakh Fifty-Four Thousand only) for a duration of 15 months and 12 days of employment. Company will pay an amount of INR 34,000/- (Thirty Four Thousand only) for the Training Period.
4. After successful completion of the Training Period, Company will pay a compensation of INR 4,20,000/- (Four Lakh Twenty Thousand only) for 12 months of employment. Applicable taxes will be deducted from this.
5. Will organize the understudy training in a location of TopCentile' s selection.
6. Will ensure that the understudy training is conducted & delivered by Industry Expert/Mentor.
7. Will provide assessment, feedback & guidance to support your learning.
8. Will place you in various Projects for a period of 12 (twelve) months, subject to your successful completion of the Training Period and graduation/post-graduation from your educational institute.
9. Will ensure that you are entitled to company benefits (if any) during the Employment Period.
10. May provide you extension on the basis of your performance.
11. TopCentile will conduct an assessment on your date of joining, the results of the assessment will confirm your employment.

2. Name of Employee: Darryl Richard Andrade

I have gone through the offer and understood the expectations, and hereby agree to:

1. Accept the terms & conditions of the offer & engagement of TopCentile, including the Employment Terms enumerated in the in the Annexure A attached herewith.
2. Consent to and sign the Offer Letter for the Term with TopCentile.

3. Undergo the rigorous understudy training in MERN Stack Development as preparation for taking up various Projects.
4. All Terms & Conditions of the employment, including but not limited to:
    a. Clear the assessments conducted on day of joining, failing which TopCentile shall be entitled to terminate employment.
    b. Attain a minimum of 95% attendance during the training period.
    c. Clear the final Semester of the Graduation/Post-Graduation, failing which TopCentile shall be entitled to terminate employment.
    d. Attempt all assessments and clear the same to be eligible for engagement in various Projects.
    e. Improve performance based on feedback received from the Trainer/Mentors.
    f. Learn / practice & score at least 80% in all tests that are conducted during the training.
    g. Take up & work on various Projects assigned to me for a period of 12 (Twelve) months.
    h. Pay a penalty as outlined below, if I leave in the 16-month employment period
        i. Rs. 2,50,000/- (INR Two Lakh Fifty Thousand only) if I leave during the initial 3 (three) months and / or;
        ii. Rs. 2,50,000/- (INR Two Lakh Fifty Thousand only), on pro-rata basis if I leave without completing the 12 (twelve) months following the Training Period.
    i. Follow the Rules & Regulations / Code of Conduct
        i. Work / workplace Timings
        ii. Work Location
        iii. Workplace etiquette
        iv. Leaves & Holidays
        v. Any other rules and regulations

I hereby understand and agree to the terms mentioned above.

Signed on behalf of –

TopCentile

Chetna M.

_____

Company

Name: Chetna Mirchandani

Date:

Darryl Richard Andrade

D. R. Andrade

_____

Employee

Date: 13-04-2022

TAVANT

Appointment Letter

23-Mar-22
Hyderabad

Duvvuri Naga Sai Aparna
Flat No.9C, Jain Swadesh Apartments,Gubbala Main Road,
Subramanyapura Main Road, Uttarahalli, Bengaluru
560061

Email:aparnaduvvuri2001@gmail.com
Tel:9398208942

Strictly Private and Confidential

Dear **Duvvuri Naga Sai Aparna**,

We are pleased to offer you a position as **Software Engineer Trainee** with Tavant Technologies India Private Limited (here in after will be referred to as the Company). We are sure that Company will provide you with a satisfying and challenging work environment along with a successful growth path.

Your annual compensation will be **₹ 693,200 (INR Six Lakhs Ninety Three Thousand Two Hundred Rupees**) and a detailed compensation break up is enclosed in Annexure A. Terms and conditions that will affect your employment are detailed out in Annexure B. We would like you to join us on or before **25-Mar-22.**Please inform us of your decision of joining us by **24-Mar-22**, else the appointment letters stand void.

We look forward to a mutually rewarding association with you at Tavant.

Yours sincerely,

For Tavant Technologies India Private Limited

Anil Kumar Puthumana
Vice President - Human Resources

TAVANT

Enclosed: Annexure A and B

Annexure A-1

Name	Duvvuri Naga Sai Aparna
Title	Software Engineer Trainee
Level	Associate Professional - Band 1

TOTAL REMUNERATION WORKSHEET		
SALARY COMPONENTS	**MONTHLY**	**ANNUAL**
	(In Rs.)	(In Rs.)
Basic	27,083	325,000
House Rent Allowance	10,833	130,000
Flexible Allowance	13,000	156,000
Gross Salary	**50,917**	**611,000**
Company's Contribution to PF	3,250	39,000
COST-TO-COMPANY (CTC)	**54,167**	**650,000**
Food coupons	550	6,600
*Gratuity	1,300	15,600
**Insurance	-	21,000
TOTAL COST-TO-COMPANY (TCTC)	**56,017**	**693,200**

***Gratuity:** You will be paid Gratuity as per the prevailing Gratuity Act.

You will be entitled to contribution under the Employees Provident Fund.

Insurance	
Medical Insurance [Self+ Spouse+ 2 kids]	**5,00,000**
Parents Medical Insurance	**5,00,000**
Accident Insurance [Employee Only]	2 Times the Total Fixed Component
Group Term Life Insurance	1 Time Total Fixed Component, subject to a minimum of ₹ 1,000,000/-
Critical Illness	50% of Total Fixed Component subject to a Maximum of ₹ 5,300,000/-

*The above limits are as per the current policy & are subject to change from time to time.

TAVANT

Annexure A-2

Name	Duvvuri Naga Sai Aparna
Title	Software Engineer Trainee
Level	Associate Professional - Band 1

TOTAL REMUNERATION WORKSHEET		
SALARY COMPONENTS	**MONTHLY**	**ANNUAL**
	(In Rs.)	(In Rs.)
Basic	27,083	325,000
House Rent Allowance	10,833	130,000
Flexible Allowance	14,450	173,400
Gross Salary	**52,367**	**628,400**
Company's Contribution to PF	1,800	21,600
COST-TO-COMPANY (CTC)	**54,167**	**650,000**
Food coupons	550	6,600
*Gratuity	1,300	15,600
**Insurance	-	21,000
TOTAL COST-TO-COMPANY (TCTC)	**56,017**	**693,200**

***Gratuity:** You will be paid Gratuity as per the prevailing Gratuity Act.

You will be entitled to contribution under the Employees Provident Fund.

Insurance	
Medical Insurance [Self+ Spouse+ 2 kids]	**5,00,000**
Parents Medical Insurance	**5,00,000**
Accident Insurance [Employee Only]	2 Times the Total Fixed Component
Group Term Life Insurance	1 Time Total Fixed Component, subject to a minimum of ₹ 1,000,000/-
Critical Illness	50% of Total Fixed Component subject to a Maximum of ₹ 5,300,000/-

*The above limits are as per the current policy & are subject to change from time to time.

Tavant | WWW.TAVANT.COM
Add.1 : NO.32, CSRIE, GRAPE GARDEN, 17TH H MAIN ROAD KORAMANGALA, 6TH BLOCK, BANGALORE – 560095.
T: 080 45671800 **F:** +918025630678.
Add.2 : NO.D-5, GROUND FLOOR, LOGIX INFO TECH PARK, SECTOR – 59 NOIDA (U.P) – 201307
T: +91 (120) 4030300 **F:** +91(120)4030301.
Add.3 : CYBER CROWN PLOT #C3, 20.21, 3RD FLOOR SECTOR-11, VILLAGE HUDA TECHNO ENCLAVE, MADHAPUR, SERILINGAMPALLY, R.R.DISTRICT, HYDERABAD TELANGANA – 50081.
Add.4 : 8TH FLOOR, 806, GODREJ WATERSIDE, PLOT DP5, SALT LAKE, NORTH 24 PARGANAS WEST BENGAL – 70091.

TAVANT

Annexure B

TERMS AND CONDITIONS OF EMPLOYMENT

Date of Appointment & Location: Your employment will be effective upon your signing of this letter which shall be provided to you for signature on your first day of employment. All your service benefits will be effective the joining date. Your place of work will be **Hyderabad, India**.

This letter of appointment and your employment are contingent upon the satisfactory completion of background and reference checks. Your employment is based upon the information and declarations provided by you. If at any time we determine that the information provided by you is false or misleading or that you have concealed information, the Company may withdraw its offer or terminate your employment immediately without giving any fpro and/or recover the amounts that are already paid to you or incurred on you from the date of joining which includes but not limited to Relocation Bonus/Joining Bonus/Training Expense etc.

If you have any information to divulge, including the existence of any bonds/ agreements signed with your previous employer that may have an adverse impact on you accepting this offer of employment, we urge you to bring the same to the notice of the Company immediately.

Job Responsibilities: You will devote your full business time, attention and energies to the performance of your duties with the Company. The Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

Probation: You will be on probation for a period of 6 months from the date of joining. Your employment will be deemed confirmed on completion of 6 months, unless, your probationary period is extended by the Company in writing.

Termination of Employment During Probation: During the initial probation period of 6 months as mentioned above, in case required on performance grounds, the Company at its sole discretion may at any time terminate your employment by giving you one month's notice in writing or by paying one month's wages in lieu of notice ("**wages**" for the purpose of payment in lieu of notice is defined as per the definition in the applicable shops and establishments legislation). However, releasing you prior to the stipulated one month of notice period on performance grounds is at the discretion of the company. In case you terminate the employment, the Company may accept, at its sole discretion, one month's wages in lieu of notice from you during the 6 months' probation. Your employment, during the probation, may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company. In case the probation is extended beyond the first 6 months, the terms of the

TAVANT

termination of employment shall be as per the clause in relation to termination of employment given below.

Code of Conduct: You will read, understand and abide by all the rules and regulations of the Company including the Employee Handbook and any other policies, practices, systems & procedures which are in force from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you.

Travel and Transfer: The Company may at any point of time, in its sole discretion, after giving you reasonable notice, depute, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer.

Compensation: Your annual compensation is in accordance with the Company's standard payroll practices for salaried employees in India. The compensation will be subject to the usual deductions including deductions for tax and statutory contribution normally to be withheld by an employer in India and will be subject to adjustment pursuant to the Company's compensation policies in effect and your performance.

Hours of Work and Leave: You are required to work on all days from Monday to Friday, each week. Standard working hours are 09.30 AM to 06.00 PM., with a half an hour lunch break depending upon the shift that you would be working on.

You will be entitled to leave as specified in the Leave Policy that the Company may issue and amend from time to time. Women employees will be entitled to maternity leave and benefit as per Maternity Benefit Act and detailed out in the leave policy.

Employee Benefits: You will be entitled, during the term of your Employment, to the Company's standard health, vacation, and other benefits covering employees in positions similar to yours and based in India. Employer contributions and employee deductions will be paid into the appropriate mandated plans. A list of public holidays recognized by the Company and other benefits information will be available via Company Portal to you once you join the Company.

Confidentiality, Proprietary Information and Inventions Agreement: This appointment letter is made to you in confidence, and its terms must not be disclosed by you to anyone else. You acknowledge that certain confidential information of the Company, whether or not marked as such, may be disclosed or made available to you by virtue of your appointment. You will be required to sign the Proprietary Information, Non-Compete, Non-Solicitation and Inventions Agreement, a copy of which will be provided to you on the date of joining. You may also be required to sign the proprietary and Inventions Agreement of our client(s), you are assigned to. Not agreeing to execute the Employee Proprietary Information, Non-Compete, Non-Solicitation & Inventions Agreement will make this appointment letter void.

TAVANT

Expectation of Privacy: You acknowledge that in consideration of the use of the Company's communication and information technology assets in the course and scope of your employment, the Company shall have the right to monitor and inspect any and all documents and communication contained therein or made thereon. In that regard, you acknowledge and accept that you have no reasonable expectation of privacy with respect to the use of the Company's communication and information technology assets.

Personal Data: You specifically consent to the use of your sensitive personal data for the purpose of your employment. Your personal sensitive data may be shared and disclosed to such persons on a need to know basis and you specifically consent to such disclosure.

Personal information for the purpose of this clause means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

Dispute Resolution: The laws of India shall govern the terms and conditions herein. Disputes hereunder shall be referred to a single arbitrator in accordance with the procedure established by the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Bangalore. The language of arbitration shall be English. In the event that parties need to seek and obtain an injunctive remedy, they hereby consent to the exclusive jurisdiction of the Courts in Bangalore Urban District.

Termination of employment: The Company may, at any time, after the end of the 6 months' probation period as mentioned above, terminate your employment by giving you three months' notice in writing or by paying three month's wages in lieu of notice. You may also terminate this agreement by giving three months' notice in writing or by paying three month's wages in lieu of notice. However, releasing you prior to the stipulated three months of notice period is purely at the discretion of the management. Your employment may be terminated by the Company without notice or payment in lieu thereof, if you commit any serious or persistent breach or non-observance of the terms or are guilty of any serious negligence or gross misconduct in connection with or affecting the business or affairs of the Company.

Recovery: In the event of separation from services of the Company for whatever reason, (including termination on performance grounds) within 12 months of joining, the Company has the right to recover any other expenses incurred which is not part of the compensation structure.

Upon termination of your employment, you are required to return any and all physical assets entrusted to you by the Company and all records and papers and all matters of whatever nature which contain the Company's confidential information.

Abandonment: You will be deemed to have abandoned and given up your lien on your employment if you remain absent from work for a continuous period of 7 (seven) without communicating the reasons for your absence and necessary approvals. The Company may initiate appropriate action against you, including termination of employment.

TAVANT

Period of Employment: The age of retirement shall be 60 years and on superannuation you shall be entitled to such benefits as are available under the law and or the rules framed by the company.

CHECK LIST OF DOCUMENTS

Here is the checklist of documents that you are requested to bring along to complete your joining formalities. It is mandatory to provide these documents as it's required for background verification, as per our process.

1. Graduation - All semesters/year marksheets along with provisional/university certificate
2. Post-Graduation (if applicable) - All semesters/years marksheets along with provisional/university certificate
3. PAN Card
4. Passport [Mandatory] & one address proof document [Voter ID/ Driver's License]
5. Aadhar Card
6. Three passport size photographs

Any documents submitted as proof of academic and professional qualification shall be subject to independent verification by the Company. Should they be found not to be genuine wholly or in part, your employment shall be terminated forthwith as having been obtained by fraud.

Failure to provide this to the HR team within one month from the DOJ will result in termination of your employment without any notice.

Request you to carry the originals to be verified.

Confirmation & Acceptance:

I, **Duvvuri Naga Sai Aparna** accept the appointment and will abide by the Code of Conduct & Policies, guidelines, terms & conditions set forth in the letter. I will join on 25 March 2022.

Name: Duvvuri Naga Sai Aparna

Date: 23/03/2022

Tavant | WWW.TAVANT.COM
Add.1 : NO.32, CSRIE, GRAPE GARDEN, 17TH H MAIN ROAD KORAMANGALA, 6TH BLOCK, BANGALORE – 560095.
T: 080 45671800 **F:** +918025630678.
Add.2 : NO.D-5, GROUND FLOOR, LOGIX INFO TECH PARK, SECTOR – 59 NOIDA (U.P) – 201307
T: +91 (120) 4030300 **F:** +91(120)4030301.
Add.3 : CYBER CROWN PLOT #C3, 20.21, 3RD FLOOR SECTOR-11, VILLAGE HUDA TECHNO ENCLAVE, MADHAPUR, SERILINGAMPALLY, R.R.DISTRICT, HYDERABAD TELANGANA – 50081.
Add.4 : 8TH FLOOR, 806, GODREJ WATERSIDE, PLOT DP5, SALT LAKE, NORTH 24 PARGANAS WEST BENGAL – 70091.

TAVANT

[23-Mar-22]

To,
Tavant Technologies India Private Limited
32 C Block, Grape Garden,
17th H Main Road, Koramangala VI block,
Bangalore - 560095

Sub: Employee undertaking for recovery of training fees

Dear Madam / Sir,

I Duvvuri Naga Sai Aparna aged 21 years, S/o/D/o/W/o D V S R Sastri residing at Flat No.9C, Jain Swadesh Apartments,Gubbala Main Road,Subramanyapura Main Road, Uttarahalli, Bengaluru560061 hereby executing this Employee training undertaking ("Undertaking") in favor of Tavant Technologies India Private Limited ("**Company**").

I am joining as an employee of the Company, as Software Engineer Trainee and undertake as follows:

1. That I shall work for the Company for a minimum period of 24 (twenty-four) months from the date of joining ("**25-Mar-22**"), and I hereby agree that I shall not leave the Company, or compel the Company to terminate me for mis-conduct, breach of terms or non-performance, before the expiry of the said 24 (twenty-four) months.

2. That I shall undergo training for a period of 12 months from the DOJ as a part of my job duties with the Company.

3. That if I leave the Company, or compel the Company to terminate me for mis-conduct, breach of terms or non-performance, before the expiry of 24 (twenty four) months as agreed upon herein, I undertake to pay the Company all the sums incurred by the Company on account of travel, relocation, training costs, costs of replacement and work cessation cost failing which the said Company may retain and adjust such amounts against my full and final settlement and for further shortage the Company may initiate legal proceedings against me to recover the losses, including reasonable attorney's fees and expenses, from me.

   The recovery amounts shall be as per the following table:

Duration of tenure with the Company	**Recovery Amount (in INR)**
Within 12 months from DOJ [i.e. Training period]	1,00,000
After 12 months but within 18 months	75,000
After 18 months but within 24 months	50,000

   I agree that the amount provided above is the most approximate estimate of the cost and expenses spent by the Company as stated above. The cessation of my employment prior to the completion of 24 (twenty-four) months will put the Company under severe loss.

TAVANT

4. That I agree and undertake to indemnify and hold the Company, its directors, employees, officers, contractors, consultants and agents, harmless against any claim(s) brought by a third party against the Company, its directors, employees, officers, contractors, consultants and/or agents, for the breach of any obligation by me.

5. This Undertaking is subject to the laws of the Republic of India and to the exclusive jurisdiction of courts of Bangalore, Karnataka.

6. This Undertaking shall be always read in conjunction with the appointment letter/employment agreement and shall not be in derogation of the same. In the event of a conflict between the terms of this Undertaking and my appointment letter/employment agreement, the terms of this Undertaking, insofar as it relates to the training costs, shall be deemed to apply.

I confirm that all the information provided by me under this Undertaking is true, accurate and complete and I hereby agree to maintain the confidentiality of this document. I hereby affirm and confirm that I have issued this Undertaking in my own volition without any threat, coercion or duress.

Thanking you.

Yours sincerely



[Duvvuri Naga Sai Aparna]

13 July 2022

Dear **Prajwal Kittur,**

Congratulations! On behalf of Tyson IT Solution Private Limited − a Tyson Foods Inc. ("Company"), it is our pleasure to offer you the position of **Data Engineer I** reporting directly to **Harish Prabhu.**

Terms and Conditions

1. You will be governed by the rules, regulations and other company policies including without limitation the Policy Handbook of the above-mentioned division / practice (together the "Company Policy") as applicable, enforced, amended or altered from time to time during your employment.

2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in **Kabra Excelsior, 5th Floor 6/A, 7th Main, 1st Block, Koramangala Industrial Layout, 560034 Bangalore, Karnataka.** Your services are transferable and can be seconded or deputed by the Company to any of the Tyson companies in India or abroad. Tyson further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Tyson or as part of any restructuring or amalgamation or such other plan implemented by Tyson or by which Tyson is bound, on such terms and conditions as applicable to such plan.

3. Subject to your accepting this appointment letter and reporting to duty on or before **15 July 2022** your appointment is effective from the date of joining. You shall be on a probationary period of six months. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be deemed confirmed on completion of the probationary period. Depending on the outcome of such evaluation, the Company may, at its sole discretion, extend the probationary period for a further period of three more months, in writing.

4. During the probationary period (including any extension), either party may terminate this appointment by giving thirty (30) day notice. After confirmation, either party may terminate this appointment by giving sixty (60) days' notice in writing or payment of salary in lieu thereof. In addition, Tyson Foods, Inc. may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from Tyson. In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, Tyson Foods, Inc. may, at its discretion, relieve you from such date as it may deem fit even before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

5. You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence and discretion. While in the employment of Tyson, you shall (a) use your best endeavor to defend and promote the business interests of Tyson; (b) devote your full time, attention and efforts to serve the organization; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of Tyson or conflicts with your position in Tyson Foods, Inc. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with Tyson Foods, Inc. is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of Tyson Foods, Inc., which consent may be granted at Tyson's sole discretion.

6. Your working hours will be as advised to you by your superiors from time to time but will not ordinarily exceed 40 hours a week. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

7. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application for employment made to Tyson Foods, Inc.. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

8. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Tyson Foods, Inc. or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc., and/or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized person of the organization. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with Tyson Foods, Inc., you will return and surrender to Tyson, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Tyson or its affiliates or customers may require in this regard, from time to time.

9. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Tyson or it's subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc. and/or its subsidiaries or affiliates, except with prior written approval of Tyson.

10. The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws. The Company shall also be entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

11. In addition to the compensation that may be due to you, you may also be entitled to other benefits and entitlements like the Variable Pay Plan. It is however clarified that this benefit is provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Tyson, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

12. All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Tyson Foods, Inc. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Tyson, during or after the term of this engagement, you shall assign and transfer in favour of Tyson or, at the request of Tyson, in favour of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Tyson Foods, Inc. may require, to effectually vest in Tyson, any of its subsidiary, affiliate or customers as Tyson may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

13. Business requirements and exigencies often would require you to undergo overseas travel in order to undergo training programs, skill enhancement activities and other process/ project implementation. Such activities require Tyson to incur substantial costs and expenses in terms of travel, accommodation, training fees, per diem etc. and therefore will have financial and time obligations attached to you. Hence, you will be required to be in the employment of Tyson for a minimum specified period after such travel (including the period of travel overseas), failing which you will be required to reimburse such costs and expenses incurred by Tyson in relation to such programs. Your refusal to undergo such travel on such terms would be considered as a material breach of the terms of employment and in such case, Tyson shall have the right to terminate this engagement, by giving you 5 days notice as referred to in paragraph 4 above, without being under obligation to make any payments to you.

14. Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

15. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association between you and Tyson. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincere regards



Soumya Ananthanarayanan

India HR Lead

For Tyson Foods, Inc.

ACCEPTANCE OF EMPLOYEE

I have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Tyson Foods, Inc. and the same, including any and all terms and conditions stated therein are acceptable to me.

Employee Signature:

Employee Name:

Addendum A

Compensation structure

	Yearly (INR)	**Monthly (INR)**
Basic	174438	14537
HRA	69775	5815
Other Allowance	191882	15990
Gross salary	**436095**	**36341**
Communication allowance	24000	2000
Car & Fuel allowance	37200	3100
LTA allowance	60000	5000
Provident Fund (Employer contribution)	22705	1892
Total Fixed Compensation	**580000**	**48333**
Annual Target Bonus	29000	
Total Cost to Company	**609000**	

Signature: _____

Date: _____

Addendum B

Tyson Foods, Inc. Benefits

Here is a host of the currently in force, wide variety of ever-growing benefits and policies that would be your privilege as part of the Tyson India culture.

We wish you many happy years at Tyson!

Leave Policy: Your leaves are governed by the establishment law and will be provided as per below:

- 20 days of Earned leave in a calendar year
- 12 days of Casual/Sick leave in a calendar year
- 12 days of public holidays in a calendar year
- Maternity leave as per Government regulation
- 5 days Paternity leave
- Compassionate/Bereavement leave

Leave process may change as per the business exigencies.

Employee Health, Life and LTD Benefits: Health, wellness, and financial benefits commensurate with requirements under Indian law will be provided through a 3rd party.

You will be entitled to below benefits:

- Group Medical Coverage (GMC) to provide health insurance plan with a coverage limit of INR 5 Lakhs. GMC will cover:
    - Team member and immediate family (spouse and 2 children) if married
    - Team member and both parents if single
- Annual Medical Check-up will be provided as a preventative health
- Health and Wellness reimbursement program of INR 2,500 (Two Thousand Five Hundred Only) annually towards gym or yoga memberships.
- Group Accident Insurance (GPA), assists you when you are unable to work after an accident, will be provided at three times your salary. Group Term Life (GTL) Insurance, providing monetary support your dependents in the event of your death, will be provided at three times your salary.

Retirals:

Provident Fund and Gratuity are part of the retirals benefits and will align Govt of India guidelines. Gratuity paid as per rules during separation after a minimum completion of 5 years of continuous service in the company.

Other Benefits: Communication, Car Fuel, Leave Travel Allowance are non-taxable income, however the required bills/receipts have to be produced to get tax exemption. Childcare support & subsidized rate for company transport will be made available. Meal voucher of 2,200 per month, and fleet vehicle leasing options are other benefits that can be considered to avail tax exemptions.

You can also sign up (optional) for company transport option at a subsidized rate – availability of the transport is based on the location you stay and if there is a critical number on that route. Company also has referral bonus policy.

Tyson

18 August 2022

Dear **Sangamesh,**

Congratulations! On behalf of Tyson IT Solution Private Limited – a Tyson Foods Inc. ("Company"), it is our pleasure to offer you the position of **Associate Analyst** reporting directly to **Manjunath Prabhakar.**

Terms and Conditions

1. You will be governed by the rules, regulations and other company policies including without limitation the Policy Handbook of the above-mentioned division / practice (together the "Company Policy") as applicable, enforced, amended or altered from time to time during your employment.

2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in **Kabra Excelsior, 5th Floor 6/A, 7th Main, 1st Block, Koramangala Industrial Layout, 560034 Bangalore, Karnataka.** Your services are transferable and can be seconded or deputed by the Company to any of the Tyson companies in India or abroad. Tyson further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Tyson or as part of any restructuring or amalgamation or such other plan implemented by Tyson or by which Tyson is bound, on such terms and conditions as applicable to such plan.

3. Subject to your accepting this appointment letter and reporting to duty on or before **1 September 2022** your appointment is effective from the date of joining. You shall be on a probationary period of six months. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be deemed confirmed on completion of the probationary period. Depending on the outcome of such evaluation, the Company may, at its sole discretion, extend the probationary period for a further period of three more months, in writing.

4. During the probationary period (including any extension), either party may terminate this appointment by giving thirty (30) day notice. After confirmation, either party may terminate this appointment by giving sixty (60) days' notice in writing or payment of salary in lieu thereof. In addition, Tyson Foods, Inc. may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from Tyson. In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, Tyson Foods, Inc. may, at its discretion, relieve you from such date as it may deem fit even before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

TYSON IT SOLUTIONS PRIVATE LIMITED
(Formerly known as Oaklawn IT Solution Private Limited)
Registered Office: 1006, 10th Floor, Techno IT Park, Near Eskay Resort, New Link Road, Borivali West Mumbai - 400092
CIN: U72900MH2018FTC316131

Tyson

5. You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence and discretion. While in the employment of Tyson, you shall (a) use your best endeavor to defend and promote the business interests of Tyson; (b) devote your full time, attention and efforts to serve the organization; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of Tyson or conflicts with your position in Tyson Foods, Inc. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with Tyson Foods, Inc. is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of Tyson Foods, Inc., which consent may be granted at Tyson's sole discretion.

6. Your working hours will be as advised to you by your superiors from time to time but will not ordinarily exceed 40 hours a week. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

7. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application for employment made to Tyson Foods, Inc.. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

8. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Tyson Foods, Inc. or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc., and/or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized person of the organization. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with Tyson Foods, Inc., you will return and surrender to Tyson, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Tyson or its affiliates or customers may require in this regard, from time to time.

TYSON IT SOLUTIONS PRIVATE LIMITED
(Formerly known as Oaklawn IT Solution Private Limited)
Registered Office: 1006, 10th Floor, Techno IT Park, Near Eskay Resort, New Link Road, Borivali West Mumbai - 400092
CIN: U72900MH2018FTC316131

Tyson

9. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Tyson or it's subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc. and/or its subsidiaries or affiliates, except with prior written approval of Tyson.

10. The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws. The Company shall also be entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

11. In addition to the compensation that may be due to you, you may also be entitled to other benefits and entitlements like the Variable Pay Plan. It is however clarified that this benefit is provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Tyson, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

12. All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Tyson Foods, Inc. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Tyson, during or after the term of this engagement, you shall assign and transfer in favour of Tyson or, at the request of Tyson, in favour of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Tyson Foods, Inc. may require, to effectually vest in Tyson, any of its subsidiary, affiliate or customers as Tyson may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

13. Business requirements and exigencies often would require you to undergo overseas travel in order to undergo training programs, skill enhancement activities and other process/ project implementation. Such activities require Tyson to incur substantial costs and expenses in terms of travel, accommodation, training fees, per diem etc. and therefore will have financial and time obligations attached to you. Hence, you will be required to be in the employment of Tyson for a minimum specified period after such travel (including the period of travel overseas), failing which you will be required to reimburse such costs and expenses incurred by Tyson in relation to such programs. Your refusal to undergo such travel on such terms would be considered as a material breach of the terms of employment and in such case, Tyson shall have the right to terminate this engagement, by giving you 5 days notice as referred to in paragraph 4 above, without being under obligation to make any payments to you.

14. Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

15. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association between you and Tyson. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincere regards

Soumya Ananthanarayanan

India HR Lead

For Tyson Foods, Inc.

ACCEPTANCE OF EMPLOYEE

I have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Tyson Foods, Inc. and the same, including any and all terms and conditions stated therein are acceptable to me.

Employee Signature:

Employee Name: Sangamesh

TYSON IT SOLUTIONS PRIVATE LIMITED
(Formerly known as Oaklawn IT Solution Private Limited)
Registered Office: 1006, 10th Floor, Techno IT Park, Near Eskay Resort, New Link Road, Borivali West Mumbai - 400092
CIN: U72900MH2018FTC316131

Tyson

Addendum A

Compensation structure

	Yearly (INR)	Monthly (INR)
Basic	174438	14537
HRA	69775	5815
Other Allowance	191882	15990
Gross salary	**436095**	**36341**
Communication allowance	24000	2000
Car & Fuel allowance	37200	3100
LTA allowance	60000	5000
Provident Fund (Employer contribution)	22705	1892
Total Fixed Compensation	**580000**	**48333**
Annual Target Bonus	29000	
Total Cost to Company	**609000**	

Signature: _____

Date: 19-08-2022

TYSON IT SOLUTIONS PRIVATE LIMITED
(Formerly known as Oaklawn IT Solution Private Limited)
Registered Office: 1006, 10th Floor, Techno IT Park, Near Eskay Resort, New Link Road, Borivali West Mumbai - 400092
CIN: U72900MH2018FTC316131

Tyson

Addendum B

Tyson Foods, Inc. Benefits

Here is a host of the currently in force, wide variety of ever-growing benefits and policies that would be your privilege as part of the Tyson India culture.

We wish you many happy years at Tyson!

Leave Policy: Your leaves are governed by the establishment law and will be provided as per below:

- 20 days of Earned leave in a calendar year
- 12 days of Casual/Sick leave in a calendar year
- 12 days of public holidays in a calendar year
- Maternity leave as per Government regulation
- 5 days Paternity leave
- Compassionate/Bereavement leave

Leave process may change as per the business exigencies.

Employee Health, Life and LTD Benefits: Health, wellness, and financial benefits commensurate with requirements under Indian law will be provided through a 3rd party.

You will be entitled to below benefits:

- Group Medical Coverage (GMC) to provide health insurance plan with a coverage limit of INR 5 Lakhs. GMC will cover:
  - Team member and immediate family (spouse and 2 children) if married
  - Team member and both parents if single
- Annual Medical Check-up will be provided as a preventative health
- Health and Wellness reimbursement program of INR 2,500 (Two Thousand Five Hundred Only) annually towards gym or yoga memberships.
- Group Accident Insurance (GPA), assists you when you are unable to work after an accident, will be provided at three times your salary. Group Term Life (GTL) Insurance, providing monetary support your dependents in the event of your death, will be provided at three times your salary.

Retirals:

Provident Fund and Gratuity are part of the retirals benefits and will align Govt of India guidelines. Gratuity paid as per rules during separation after a minimum completion of 5 years of continuous service in the company.

Other Benefits: Communication, Car Fuel, Leave Travel Allowance are non-taxable income, however the required bills/receipts have to be produced to get tax exemption. Childcare support & subsidized rate for company transport will be made available. Meal voucher of 2,200 per month, and fleet vehicle leasing options are other benefits that can be considered to avail tax exemptions.

You can also sign up (optional) for company transport option at a subsidized rate – availability of the transport is based on the location you stay and if there is a critical number on that route. Company also has referral bonus policy.

TYSON IT SOLUTIONS PRIVATE LIMITED
(Formerly known as Oaklawn IT Solution Private Limited)
Registered Office: 1006, 10th Floor, Techno IT Park, Near Eskay Resort, New Link Road, Borivali West Mumbai - 400092
CIN: U72900MH2018FTC316131

13 July 2022

Dear **Syed Ali Zuhaib Mehdi,**

Congratulations! On behalf of Tyson IT Solution Private Limited − a Tyson Foods Inc. ("Company"), it is our pleasure to offer you the position of **Data Engineer I** reporting directly to **Harish Prabhu.**

Terms and Conditions

1. You will be governed by the rules, regulations and other company policies including without limitation the Policy Handbook of the above-mentioned division / practice (together the "Company Policy") as applicable, enforced, amended or altered from time to time during your employment.

2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in **Kabra Excelsior, 5th Floor 6/A, 7th Main, 1st Block, Koramangala Industrial Layout, 560034 Bangalore, Karnataka.** Your services are transferable and can be seconded or deputed by the Company to any of the Tyson companies in India or abroad. Tyson further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Tyson or as part of any restructuring or amalgamation or such other plan implemented by Tyson or by which Tyson is bound, on such terms and conditions as applicable to such plan.

3. Subject to your accepting this appointment letter and reporting to duty on or before **15 July 2022** your appointment is effective from the date of joining. You shall be on a probationary period of six months. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be deemed confirmed on completion of the probationary period. Depending on the outcome of such evaluation, the Company may, at its sole discretion, extend the probationary period for a further period of three more months, in writing.

4. During the probationary period (including any extension), either party may terminate this appointment by giving thirty (30) day notice. After confirmation, either party may terminate this appointment by giving sixty (60) days' notice in writing or payment of salary in lieu thereof. In addition, Tyson Foods, Inc. may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from Tyson. In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, Tyson Foods, Inc. may, at its discretion, relieve you from such date as it may deem fit even before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

5. You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence and discretion. While in the employment of Tyson, you shall (a) use your best endeavor to defend and promote the business interests of Tyson; (b) devote your full time, attention and efforts to serve the organization; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of Tyson or conflicts with your position in Tyson Foods, Inc. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with Tyson Foods, Inc. is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of Tyson Foods, Inc., which consent may be granted at Tyson's sole discretion.

6. Your working hours will be as advised to you by your superiors from time to time but will not ordinarily exceed 40 hours a week. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

7. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application for employment made to Tyson Foods, Inc.. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

8. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Tyson Foods, Inc. or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc., and/or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized person of the organization. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with Tyson Foods, Inc., you will return and surrender to Tyson, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Tyson or its affiliates or customers may require in this regard, from time to time.

9. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Tyson or it's subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc. and/or its subsidiaries or affiliates, except with prior written approval of Tyson.

10. The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws. The Company shall also be entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

11. In addition to the compensation that may be due to you, you may also be entitled to other benefits and entitlements like the Variable Pay Plan. It is however clarified that this benefit is provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Tyson, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

12. All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Tyson Foods, Inc. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Tyson, during or after the term of this engagement, you shall assign and transfer in favour of Tyson or, at the request of Tyson, in favour of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Tyson Foods, Inc. may require, to effectually vest in Tyson, any of its subsidiary, affiliate or customers as Tyson may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

13. Business requirements and exigencies often would require you to undergo overseas travel in order to undergo training programs, skill enhancement activities and other process/ project implementation. Such activities require Tyson to incur substantial costs and expenses in terms of travel, accommodation, training fees, per diem etc. and therefore will have financial and time obligations attached to you. Hence, you will be required to be in the employment of Tyson for a minimum specified period after such travel (including the period of travel overseas), failing which you will be required to reimburse such costs and expenses incurred by Tyson in relation to such programs. Your refusal to undergo such travel on such terms would be considered as a material breach of the terms of employment and in such case, Tyson shall have the right to terminate this engagement, by giving you 5 days notice as referred to in paragraph 4 above, without being under obligation to make any payments to you.

14. Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

15. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association between you and Tyson. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincere regards



Soumya Ananthanarayanan

India HR Lead

For Tyson Foods, Inc.

ACCEPTANCE OF EMPLOYEE

I have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Tyson Foods, Inc. and the same, including any and all terms and conditions stated therein are acceptable to me.

Employee Signature:

Employee Name:

Addendum A

Compensation structure

	Yearly (INR)	**Monthly (INR)**
Basic	174438	14537
HRA	69775	5815
Other Allowance	191882	15990
Gross salary	**436095**	**36341**
Communication allowance	24000	2000
Car & Fuel allowance	37200	3100
LTA allowance	60000	5000
Provident Fund (Employer contribution)	22705	1892
Total Fixed Compensation	**580000**	**48333**
Annual Target Bonus	29000	
Total Cost to Company	**609000**	

Signature: _____

Date: _____

Addendum B

Tyson Foods, Inc. Benefits

Here is a host of the currently in force, wide variety of ever-growing benefits and policies that would be your privilege as part of the Tyson India culture.

We wish you many happy years at Tyson!

Leave Policy: Your leaves are governed by the establishment law and will be provided as per below:

- 20 days of Earned leave in a calendar year
- 12 days of Casual/Sick leave in a calendar year
- 12 days of public holidays in a calendar year
- Maternity leave as per Government regulation
- 5 days Paternity leave
- Compassionate/Bereavement leave

Leave process may change as per the business exigencies.

Employee Health, Life and LTD Benefits: Health, wellness, and financial benefits commensurate with requirements under Indian law will be provided through a 3rd party.

You will be entitled to below benefits:

- Group Medical Coverage (GMC) to provide health insurance plan with a coverage limit of INR 5 Lakhs. GMC will cover:
    - Team member and immediate family (spouse and 2 children) if married
    - Team member and both parents if single
- Annual Medical Check-up will be provided as a preventative health
- Health and Wellness reimbursement program of INR 2,500 (Two Thousand Five Hundred Only) annually towards gym or yoga memberships.
- Group Accident Insurance (GPA), assists you when you are unable to work after an accident, will be provided at three times your salary. Group Term Life (GTL) Insurance, providing monetary support your dependents in the event of your death, will be provided at three times your salary.

Retirals:

Provident Fund and Gratuity are part of the retirals benefits and will align Govt of India guidelines. Gratuity paid as per rules during separation after a minimum completion of 5 years of continuous service in the company.

Other Benefits: Communication, Car Fuel, Leave Travel Allowance are non-taxable income, however the required bills/receipts have to be produced to get tax exemption. Childcare support & subsidized rate for company transport will be made available. Meal voucher of 2,200 per month, and fleet vehicle leasing options are other benefits that can be considered to avail tax exemptions.

You can also sign up (optional) for company transport option at a subsidized rate – availability of the transport is based on the location you stay and if there is a critical number on that route. Company also has referral bonus policy.

U ▪
S T

Date: 02-Feb-22

Pattabhiram N

Karnataka

Sub: Initial Letter of Offer

Dear **Pattabhiram N**,

With reference to the interview and the subsequent discussions we had with you, we are happy to inform you that you have cleared the selection process and we hereby offer you a career with ('UST') subject to the following and other conditions:

1. You should complete the course which you are now pursuing, without any backlog at the time of joining.
2. Shall secure 60% aggregate in your current degree course from the first to last semester
3. Shall provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters prior to the date of joining

If you accept this offer and join our services, you will be designated as *Assoc Software Developer*.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by the Employee Non-disclosure, Non-solicitation and Non-Competition Agreement and other agreements when you join the employment of the Company.

The Overall compensation offered to you is Rs 350,000/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of up to a maximum of Rs 17500/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology.

On successful completion of your course, you will be issued with a detailed offer letter containing the terms and conditions of employment and your joining date, based on the positions open at that time, which will be binding on you.

This offer will be valid till 01/Dec/2022. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 04/Feb/2022. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,

for **US Technologies International Private Limited** **Accepted**

Vinesh George <<Name of the Candidate>>

Group Manager HR

Execution by the candidate:

I, <<Name of the Candidate>>, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

Signed by Candidate

Date

U ▪
S T

UST/57493697/8264228
27/08/2022

Retish Kajuluri
Bangalore

Sub: Letter of Offer

Dear Retish,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Developer I - Software Engineering", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is Rs.350,000.00/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.

ii. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.

iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debars you from accepting the offer made by US Technology.

iv. That no amounts will be due and payable by you to your previous employer/s.

v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 06/09/2022. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or

U ▪
S T

before 06/09/2022. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 06/09/2022. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Private Limited

Accepted



Vinesh George
Director HR

Retish, Kajuluri

Execution by the Employee:

I, Retish Kajuluri, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

Signed By Candidate

Retish Kajuluri

IP Address

223.196.168.61

Date

2022-08-29T12:10:20.841+00:00

Encl : Annexure 1
Annexure 2

U ▪
S T

Annexure 1 (A)

Name:Retish Kajuluri,
Designated as: "Developer I - Software Engineering"

Components	Monthly Salary	Annual
Basic Salary	8,312.50	99,750.00
House Rent Allowance	4,156.25	49,875.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,161.46	133,937.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

***** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.**

U ▪
S T

Annexure 1 (B)

Allowances Optional

Please note that you have an option to choose between
(1) Food Allowance
(2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

Food Allowance

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

Leave travel assistance

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.
Please note that the above non-taxable components may change from time to time according to the company policy.

National Pension Scheme (Optional)

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

Gratuity

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

Annual Variable Pay

The Variable Pay will be performance-based, and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the variable pay component will be communicated to you on joining employment.

Tax

Tax implications arising out of this structure would be borne by you.

Location

The initial place of work would be Bangalore, Karnataka. US Technology reserves the right to change your place of work in its sole discretion.

Termination of Service

1. During your employment with US Technology, a notice of two months is required to

U ▪
S T

terminate employment from either side. The Company may terminate your employment by payment in lieu of the two months' notice, without assigning any reason whatsoever, at the sole discretion of the Company.

2. You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

Compliance to Quality Standards

You will be required to understand and implement standard procedures evolved at US Technology International Private Limited for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Background Verification

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

Medical

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

Working Hours

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

Dress Code

All employees of the company can wear business casuals on all working days. Dress code classification are as follows:

Men	:	Casual half sleeved shirts, plain polo shirts, Tees with round necks (turtle necks included), collars dress shirts, sweaters and turtlenecks are acceptable attire for work, Suit jackets or sports jackets, Slacks that are similar to Dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants, Chinos, Corduroys, Cargos, presentable jeans are acceptable.
Women	:	Jeans, slacks that are similar to Dockers cotton or synthetic material pants,

U ▪
S T

Plain polo shirts, dress shirts, blouses, sweaters and suit jackets. Casual dresses, kurta churidars/salwars, skirts and skirts that are split at or below the knee are acceptable. Casual tops, Tees with round necks, collars (turtle necks included), Culottes/Parallels (below knee), preferable jeans Leggings can be worn only with long kurtas or tops.

Duties and Responsibilities

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.

2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.

3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.

4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

Confidentiality

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.

2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.

3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

Posting / Transfer of Service

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company. You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

Travel

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

Expenses

U ▪
S T

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

Intellectual Property Rights

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act,1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.

2. You shall keep all such intellectual property of the Company confidential and shall use all Such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

Non-Solicitation

1. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.

2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.

3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

Disciplinary Procedures and the Company Policies

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge, dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in

U ▪
S T

accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion. Pending disciplinary action, you may be suspended from service.

Training

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Passport & Driving License

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

Other Rules and Regulations

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

Address & Other Details

1. You shall advise the Company of the address to which communications to you should be sent by post. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.

2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).

Consequences of Termination

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

i. any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;

ii. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;

iii. any other Company property in your possession or control;

iv. immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and

v. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

U ▪
S T

Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

* * * * *

U ▪
S T

Annexure2

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 3 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card and Passport
8. Passport size photograph (1 copy)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Private Limited.)

***Please note that this offer letter covers all the commitments made on behalf of US Technology International Private Limited towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

* * * * *

date(日付)　2021/12/17

採用通知書・労働条件通知書
Offer Letter of Employment and Working Conditions

VeBuIn株式会社
茨城県つくば市梅園２－１－１３筑波コウケンビル３F
VeBuIn Corporation
Tsukuba Kouken Building 3F, Umezono 2-1-13, Tsukuba-shi, Ibaraki

Dear　Mr.　Md Ehsaan Shaikh

この度は、弊社の　WEBエンジニア　の求人にご応募頂きありがとうございました。
貴殿を採用する事を決定致しましたので、お知らせ致します。
以下の労働条件を確認の上、承諾する場合は署名をお願い致します。
但し、署名をしたとしても、以下のいずれかに該当した時は貴殿との雇用契約は成立しないものとします。

（１）　在留資格認定証明書の発行を受けられなかった場合
（２）　VISA（査証）の発行を受けられなかった場合
（３）　提出書類に虚偽の記載をしていたことが発覚した場合

Thank you for your employment application for the following position.
We are delighted to extend this offer of employment to you as the position of
WEB Engineer
Please take time to review this summary of terms and conditions for your anticipated employment with us.
Kindly note that it also includes a list of necessary documents to be submitted upon your acceptance of this offer.
However, the employment contract will be invalid in the following cases.

（１）　In case of appropriate COE (Certificate Of Eligibility) is not issued by the Immigration Bureau of Japan.
（２）　In case of VISA is not issued by Embassy of Japan (or representative office) in your country.
（３）　In case of any false representation in submitted documents are detected.

※このオファーレター の英語版と日本語版とに不一致がある場合、日本語版が優先されるものとします。
※If this English version of the offer letter does not conform to Japanese versions, the Japanese version shall prevail.
※この内定通知の返答期限は通知当日から　7　日以内とし、返答が遅れる場合は必ず弊社担当へ連絡をする事。
※Acceptance/rejection of the offer has to be notified to the company in　7　days from the day offer was made. In case you will be late for the date, contact the person in charge and notify.

SHAH BHAVIK　　(President`s Signature/代表署名)
CEO

下記労働条件を了承し貴社への入社を受諾致します。
I accept the offer as outlined below.

(Signature/内定者署名)　　(Date/内定受諾日)

労働条件通知書(Working Condition Notification)			
雇用タイプ Employment Type	正社員 Full-Time Employee	雇用期間 Term of Employment	期間の定めなし Permanent
職種	WEBエンジニア		

COPYRIGHT (c)ZENKEN CORPORATION.ALLRIGHTS RESERVED.

雇用タイプ Employment Type	正社員 Full-Time Employee	雇用期間 Term of Employment	期間の定めなし Permanent

職種 Job Type	WEBエンジニア WEB Engineer
職務内容 Job Description	バックエンド技術「ReactJs、Ruby On Rails、Node.js、Asp.net]を利用して弊社が提供するSmartFlow、クラウドインフラ構築サービス（AWS、AZURE)、iPaaS、スマホアプリ、BI、AIなどの開発。詳細設計書を理解して開発をする。 コーディング基準をフォローしてしっかり品質を担保する developing SmartFlow, cloud infrastructure services (AWS, AZURE), iPaaS, smartphone apps, BI, AI, etc. that we provide using back-end technologies such as ReactJs, Ruby On Rails, Node.js, and Asp.net. Understand the detailed design document and develop it. Follow the coding standards to ensure quality.
就業場所 Place of Employment	茨城県つくば市梅園２－１－１３筑波コウケンビル３F Tsukuba Kouken Building 3F, 2-1-13, Umeen, Tsukuba-shi, Ibaraki
就業時間 Working Hours	フレックス制　11～16時コアタイム Flex Time (core time 11:00-16:00)
来日後の入社予定日 Estimated Joining Date After Entry Into Japan	以下の条件すべてがそろい次第、入社日を確定し別途書面にて通知します。 ①大学の卒業が確定し、大学からの仮卒業証明書の発行がされる事 ②査証の発給が在外公館より受けられる状態である事 The joining date will be specified and notified with a document seperately after the all conditions mentioned below is fulfilled. 1) Graduation from college/university is confirmed and PDC is issued by the college/university. 2) VISA issuance by Diplomatic Establishments Abroad is available.

試用期間 Provation Period	あり YES	3 ヶ月間 Months	所定時間外労働 Presence of over time work	あり YES

休日（定例日、週次） Days Off(Regular)	土曜日,日曜日，国民の休日. Saturdays, Sundays, Japanese National Holidays
その他 Other Days Off	産前産後休暇、育児（勤続1年以上） Maternity leave before and after childbirth, and Childcare leave
休暇 Leave	①年次有給休暇 ・6ヶ月継続勤務した場合　0　日 ・継続勤務６ヶ月以内の年次有給休暇：　あり 0　ヶ月経過で　12　日
休暇 Leave	Annual Paid Leave ・Working continuously for 6 months or more　0　Days ・Working continuously up to 6 months:　Available After lapse of　0　months,　12　days ②代替休暇　なし Substitute Days Off:　N/A

COPYRIGHT (c)ZENKEN CORPORATION.ALLRIGHTS RESERVED.

賃金
Wages

①基本賃金
Basic Wage

年収 Annual Wage	4,000,000 円 JPY

※年収に含む項目： 月35時間残業代、住宅手当

* Things Included in Annual Wage: 35-hour monthly overtime allowance, housing allowance

額面給与(総支給額)/月 Monthly Wage	333,334 円 JPY
手取り給与(支給額)推計/月 Estimated Monthly Net Salary	273,546 円 JPY

賃金からの控除項目： 健康保険料. 雇用保険料、厚生年金保険料.所得税.住民税:2年目以降対象.

Deduction from wage: Health Insurande Fee,Employment Insurance Fee, Welfare Pension Fee, Income tax, Residential tax(after 2nd year)

②給与の締日、支払い日、支払い方法
Closing Day of Payroll, Payday and Method of Wage Payment

締日 Closing Day of Payroll	月末 End of each month	支払い日 Payday	翌月15日 15th of the following month

昇給: あり 詳細: 年１（4月）
Wage Raise: Avaible Details: Once a year (April)
賞与: あり 詳細: 4月、10月に支給することがある 社員給与規程第21条
Bonus: Avaible Details: There are cases that the bonus is provided in April and October. (Employee`s payment regulations Article 21)

③諸手当
Various Allowances

名目 Title	金額 Amount	詳細/備考 Detail/Remark
住宅手当 Housing Allowance	下記、住宅手当欄参照 Refer to the "Housing Allowance,Housing Program" below	

④所定時間外、休日または深夜労働に対して支払われる割増賃金率
Additional pay rate for overtime, holiday work or night work

1. 所定時間外 Overtime Work	35時間超過 Legal overtime	25%
	60時間超過 Fixed Overtime	25%
2. 休日 Holiday Work	法定休日 Legal Holiday Work	35%
	所定休日 Non-Legal Holiday Work	25%
3. 深夜 ※午後10時以降 Night Work *after 10PM		25%

福利厚生

住居手当・社宅 Housing Allowance,Housing Program	あり Available

COPYRIGHT (c)ZENKEN CORPORATION.ALLRIGHTS RESERVED.

Benefit Program	詳細 Details	35000円/月支給(年収に含む) 35,000JPY/month will be provided			
福利厚生 Benefit Program	片道航空券 One-way travel expenses	あり Provided			
	来日後の生活費補助(最初の給料日まで) Living Cost Support(Until The First Pay-day)	あり Provided	金額 Amount	未定 TBD	
	その他の福利厚生 Other Benefit Programs				
	名目 Title	詳細/備考 Detail/Remark			
	各種インド行事・祭りを定期開催(ディワリ・ガネーシャ祭りなど) Holding various Indian events and festivals on a regular basis (Diwali Ganesa Festival, etc.)				
	通勤手当 Commuter Allowance	(車通勤) 15円×距離×21日 (その他) 実費 (Commuting by car) 15 YEN × Distance × 21days (Others) actual cost			
保険 Insurance	社会保険の加入状況 Joining Social Insurance	厚生年金.健康保険. Health Insurance, Welfare Pension			
	雇用保険の適用 Employment Insurance	あり Applied	その他の保険 Other Insurance	労災保険 Workers' Accidents Insurance	
退職に関する事項 Regarding Retirement	①定年制 Retirement Age System	あり Available	年齢 Age	60 歳 y/o	
	②再雇用制度 Re-employment System	あり Available	社員就業規則第89条 Employee`s Work Regulation Article 89.		
	③自己都合退職の手続き Procedure for retirement for personal reasons :	退職する 2か月 前に届け出る事。 Notification should be made no less than 2 months before retirement.			
	④解雇の事由及び手続き: 詳細は、就業規則による。 Reasons and procedure for the dismissal:Details are stipulated in the Rules of Employment.				
その他 Other Conditions	**◆日本語教育に関する事項** **Regarding Japanese Language Study** 入社前の日本語教育実施 : Japanese Language Program Before Joining the Company: ①内定者は入社日までに提供される日本語教育課程を完了しなければならない。 The prospective employee has to complete all the Japanese language study program provided before joining the company. ②内定者の日本語学校への出席率が50%以下の場合、会社は本採用通知及び労働条件通知書を破棄する事ができる。 The company can cancel this Notice of Employment and Working Conditions if the prospective employee's attendance rate at Japanese class is lower than 50%. ③日本語教育開始後、本人の都合により内定を辞退した場合、その費用について本人に請求する事ができる。 In case the prospective employee declined the job offer after starting Japanese language program, the company can charge him/her the cost of the program.				

COPYRIGHT (c)ZENKEN CORPORATION.ALLRIGHTS RESERVED.

その他 Other Conditions	④日本語教育全課程の出席率が著しく低かった場合、不参加分の講義代金を入社後、 請求する事ができる。著しく低い場合の目安は75%とする。但し、会社が認めた欠席や致し方ない 事情と判断できるものについてはこの限りではない。請求に関しては請求総額に応じ、 毎月の支払額を決定し、毎月の給与支払いより分割にて天引きする事とする。 但し、本人が退社してしまっている場合は、その責は問わない。また本違約金の残金があった 場合でも、本件を理由とした退社否認は行わないものとし、残額の請求は行わないものとする。 In case the prospective employee`s attendance rate of Japanese language program is significantly low through the program, the company can charge the fee to the person for the courses he/she failed to attend after joining the company. The minimum attendance rate considered as significantly low is 75%. Provided, however, that this shall not apply if the absence is approved by the company or circumstances are unavoidable.To charge the fee, the company determine the monthly payment according as the total amount billed and withhold the fee from his/her salary in installments. However, in case he/she has already resigned, the company will not hold him/herself accountable. In case he/she has remaining amount of penalty charge, the company will not deny the resignation of the person due to this penalty and will not charge the remaining amount.
	◆必要提出書類 **Documents To Be Submitted** 入社に際して、下記の書類を必ず提出する事。 You have to submit the documents listed below for joining the company. 1. 証明写真付きの履歴書　Resume "Attested photo copies" 2. 卒業証明書　Certificate of Graduation 3. 学業成績証明書　Official Academic Transcript (Academic Record)

受取人署名

Signature of The Receiver: _____

(date) _____

※以上の他は、当社就業規則による。

*Matters other than those mentioned above shall be in accordance with the Rule of Employment of the company.

※本通知書の交付は、労働基準法第15条に基づく労働条件の明示及び短時間労働者の雇用管理の改善等に関する法律第6条に基づく文書の交付を兼ねるものである。

*The issuance of this Notice shall served as "clear indication of working conditions" stipulated in Article 15 of the Labour Standords Act and "delivery of documents" stipulated inArticle 6 of the Act on Improvement etc. of Employment Management for Part-Time Workers.

※労働条件通知書については、労使間の紛争未然防止の為に、保管しておく事をお勧めします。

*The notice of working conditions should be rertained for the purpose of preventing any possible disputes between employees and employer.

COPYRIGHT (c)ZENKEN CORPORATION.ALLRIGHTS RESERVED.

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

7th July 2022

CONFIDENTIAL

Bhavana Gurumurthi
House no 14/41/2
Near Vishwaradhya temple ward no.15
Vidya Nagar

Email: bhavanagurumurthi356@gmail.com
Contact: 8105704116

Dear Bhavana,

Sub: Letter of Intent

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Graduate Engineer Trainee - IT (Grade 25)** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.5,00,000/- (INR Five Lakhs Only) per annum**
2. You will be under Training for 12 months
3. You will be posted at **Bangalore Office.**
4. A formal letter of appointment will be issued at the time of joining.
5. If you intend to leave the services of the Company, you have to give 90 days prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
6. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
7. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
8. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. **This offer of appointment is subject to your medical fitness.**
9. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty at **Bangalore Office.**
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Passport, Driving License, AADHAR
    d. PAN card is mandatory.
    e. Three passport and four stamp size photographs.
    f. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **1st Aug 2022**
Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 9th July 2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

Praveer Kumar Kullu
Senior General Manager - Human Relations

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

Name	**Bhavana Gurumurthi**
Grade	**25**
Designation	**Graduate Engineer Trainee**

Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	18,911	226,929
House Rent Allowance	9,455	113,465
Conveyance Allowance	7,564	90,772
Children Education Allowance	1,891	22,693
Medical Allowance	788	9,455
Leave Travel Assistance	788	9,455
Base Pay Total (A)	**39,397**	**472,769**
Retirement Benefits (B)		
Provident Fund (Employer's Contribution)	2,269	27,231
Retirement Benefits Total (B)	**2,269**	**27,231**
Total Compensation (A+B)	**41,667**	**500,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

Praveer Kumar Kullu
Senior General Manager - Human Relations

DocuSign Envelope ID: B01B6B9B-74F3-4F00-A172-CEA328F0A048

PRIVATE AND CONFIDENTIAL

DATE: 8th June 2022

To: Vardhit Jain

RE: Offer of Employment

Dear Vardhit,

We are pleased to offer you the position of "**Member of Technical Staff**" based out of Bangalore with a start date of **1st July, 2022**. Your Total Fixed CTC will be **INR 1,200,000** per annum.

In addition, you will receive a Joining Bonus of **INR 100,000** paid along with 1st full payroll month salary and one-time Retention Bonus of **INR 100,000** paid on completion of 12 months.

The break-up of the compensation and benefits applicable to you are given in the subsequent pages. Your next appraisal cycle will be **April 2023** as per company policy.

Please confirm your acceptance of this offer by signing and returning this letter by **10th June, 2022**

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Regards,



Yamini Bhat
CEO & Co-Founder
Vymo Technologies (India) Pvt Ltd

DocuSign Envelope ID: B01B6B9B-74F3-4F00-A172-CEA328F0A048

Schedule A

Terms & Conditions of Employment

1. Appointment

1.1. Vymo Technologies (India) Pvt Ltd ("Company") agrees to employ you, and you agree to serve the Company in the Designated capacity on or before the agreed date stipulated in the Offer of Employment.

1.2. This offer is made on the clear understanding that your employment is on a Full-Time basis and that you will not undertake any other part-time/full–time work, without the written consent of the company.

1.3. Continuing employment is subject to the satisfactory completion of a six (6) month probationary period from the date of your appointment. Successful completion and continued employment will be based on the evaluation of your performance, mutual compatibility, and your potential.

1.4. As an employee, you agree to comply with all the Company's rules, regulations, policies, and procedures

1.5. The offer of employment is conditional upon completion of satisfactory background and reference checks.

1.6. You give permission to conduct a background and reference check on your employment details. Your continued employment with us is contingent upon our obtaining a satisfactory report on the background check and conducted by our approved agency to employment, experience, & work history.

2. Compensation

2.1. You will be entitled to other compensation and benefits in accordance with the company policy that is modified and intimated to you from time to time.

2.2. Your salary will be reviewed periodically as per Company policy.

2.3. Should your employment cease prior to your first anniversary with the Company, any relocation expenses or joining bonus where applicable, shall be recovered from you by way of adjustment from salary or compensation.

2.4. Changes in your compensation and benefits are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

3. Workdays, Public Holidays and Leaves

3.1. The business operating hours are from 9:00 AM to 6:00 PM. Monday to Friday.

3.2. As a full-time employee, you are required to work 40 ordinary hours per week plus reasonable additional overtime hours as are necessary to complete your work.

3.3. Overtime hours are not paid.

3.4. Your role may include interstate and international travel.

3.5. Your hours of work may vary according to the volume of work.

3.6. You will be paid full pay for all official public holidays.

DocuSign Envelope ID: B01B6B9B-74F3-4F00-A172-CEA328F0A048

4. Termination

4.1. The Company may terminate your employment at any time for reasons related to your capacity, performance or based on the operational requirements of the Company by giving the written notice of one month during the probationary period and two months post-confirmation, or the equivalent fixed salary in lieu of notice, at the Company's option. For termination in lieu of misdemeanors, misconduct, negligence, or breach of any of the terms of this Agreement, the Company may terminate your employment at any time without prior notice.

4.2. You may terminate your employment by giving the Company the amount of written notice specified above. The company reserves the right to pay or recover salary in lieu of the notice period.

4.3. If the Company terminates employment with Cause, or you voluntarily terminate your employment with the Company before completion of one year, you will repay the entire sign-on bonus, if applicable. You agree that the Company is authorized to satisfy any repayment obligation by deduction from salary, accrued vacation or any other cash compensation payable to you, to the full extent allowed by law, and/or collect such repayment directly from you.

4.4. If you are absent for a continuous period of 7 working days without obtaining your manager's approval, the Company may construe this as an act of abandonment and your employment will be terminated.

Annexure to the offer letter

Annexure 1: Compensation Break-up

Regards,



Yamini Bhat
CEO & Co-Founder
Vymo Technologies (India) Pvt Ltd

Acceptance

I,**Vardhit Jain ,** have read, understood, and agreed to accept the employment on the terms and conditions mentioned in this appointment letter and the annexes.

Signature: Print Name: Vardhit Jain Date: 08-Jun-22



DocuSign Envelope ID: B01B6B9B-74F3-4F00-A172-CEA328F0A048

VYMO

Annexure 1: Compensation Break-up

PRIVATE AND CONFIDENTIAL

Vymo Technologies (India) Private Limited		
Employee: Vardhit Jain		
Particulars	**Annual**	**Monthly**
Gross Salary	**1,200,000**	**100,000**
Basic	480,000	40,000
HRA	192,000	16,000
Employer's Contribution to PF (*)	21,600	1,800
Flexible Package (**)	138,000	11,500
Special Allowance	368,400	30,700
Gross Salary	**1,200,000**	**100,000**
Flexible Package (Maximum)		
Telephone reimbursements	12,000	1,000
LTA	120,000	10,000
Professional Development Allowance	6,000	500
	138,000	**11,500**
(**) FBP components are paid against bills. Unclaimed amount is c/f to subsequent to month. Unclaimed amount at the end of the year is paid as special allowance. An employee can choose to get this paid as a part of special allowance on monthly basis in which case it is completely taxable		

Important: Please note that your compensation is highly individual and confidential, which is to be discussed only with your Head of Department, the Manager, or the HR Head. Failure to observe such confidentiality will result in disciplinary action and may lead to termination of the employment of related parties including you.

Signature



Wells Fargo International Solutions Private LTD
OLD MUMBAI HWY FL 1-12
SERILINGAMPALLY,TS, 500032

July 24, 2022

Binish Zehra Rizvi
3/8 Professors Quarters, SKUAST-K
Srinagar

Dear Binish,

We are pleased to offer you a position at Wells Fargo International Solutions Private LTD ("Wells Fargo" or "Company"), and your employment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

• **Designation:** You will be designated as Program Associate. Wells Fargo reserves the right to amend your position title as may be required from time to time. Notwithstanding anything herein, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment August 22, 2022(DOJ) you will need to report to Wells Fargo International Solutions Private LTD, OLD MUMBAI HWY FL 1-12, SERILINGAMPALLY, TS, 500032. Your start time will be provided prior to your start date.

• **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be ₹1,300,000.00. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure ‘A’ to this letter.

• **Place of Work:** You will be initially based at the Wells Fargo office in SERILINGAMPALLY . However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.

• **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, “Group Company” means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.

• **Confidentiality:** As an employee of Wells Fargo, you will have access to Wells Fargo’s Confidential Information. The Confidential Information remains the sole property of Wells Fargo or any Group Company. You must not, either during (except in the proper course of your duties) or after the termination of your employment, without the prior written consent of the Company, directly or indirectly, divulge, use or otherwise disclose to any person whatsoever, the Confidential Information, either for your own or for another's benefit. You must use your best endeavors to protect the Confidential Information and prevent unauthorized disclosure or misuse of the Confidential Information. You must immediately notify the Company should you suspect unauthorized disclosure or misuse of the Confidential Information and, where required, assist the Company in any proceedings taken by the Company for alleged unauthorized disclosure and/or misuse of the Confidential Information. You must enter into any other confidentiality agreement or provide confidentiality undertakings as required by the Company from time to time to protect its business interests and those of its customers and any Group Company. For the purpose of this clause, “Confidential Information” means any trade secrets or confidential information relating to or belonging to the Company or any Group Company, in any form or format, including but not limited to: (i) business strategy, plans and dealings; (ii) product lines, services, price and cost information, marketing plans; (iii) staff salaries and terms and conditions, personnel history; (iv) secrets, dealings, transactions, lists or affairs of any clients of the Company or any Group Company; (v) business accounts, finances, profit margins and financial records; (vi) business forms and operating procedures, policies and practices; (vii) technical data and software; (viii) intellectual property and inventions; (ix) any information in

Gmail **Akshat Kumar ENG18CS0027 <kakshat514@gmail.com>**

Wipro Campus Update_LOI

Campus HR Team <wipro+email+28hvi-a84a4dc3bb@talent.icims.com> Tue, Oct 12, 2021 at 2:35 PM
Reply-To: Campus HR Team <wipro+email+28hvi-a84a4dc3bb@talent.icims.com>
To: kakshat514@gmail.com

October 12, 2021

Dear Akshat Kumar ,
Resume Number - 22767081

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	**AMOUNT (INR)**
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Apama Shailen
General Manager - Human Resources

This message was sent to kakshat514@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=680622767081&contactId=13012138

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



APPOINTMENT LETTER

January 18, 2022

Dear Prithvi C,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Prithvi C, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Prithvi C

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Prithvi C 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Wipro Campus Update_LOI Inbox ×

Campus HR Team <wipro+email+28hut-802f12cfd7@talent.icims.com> Unsubscribe
to me

Tue, Oct 12, 2021, 2:34 PM

October 12, 2021

Dear Hariharan s ,
Resume Number - 22767097

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

Campus HR Team 12/10/2021
to me

October 12, 2021

Dear NIKHITA A ,
Resume Number - 22767028

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849

HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by

be followed by a
letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Apama Shailen
General Manager - Human Resources

This message was sent to nikhitagowda711@gmail.com.

Date:28-Dec-2021

Mr. Kishore Kumar R
Mobile: 8310836665

Dear **Mr. Kishore Kumar R,**

We thank you for your career interest in ABB It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **R&D Engineer** at **Grade-15** in **PA DI** of ABB Global Industries and Services Private Limited. You will report to **Mr. Viswanathan Ramakrishnan** assigned by ABB as your supervisor.

Your location of Induction/Joining and posting will be in **ABB Global Industries and Services Pvt Ltd.,Brigade Southfield, Plot no. 33,34,&36 Doddanakundi Industrial Area 2nd Stage Off Whitefield Road, Mahadevapura Post Bangalore 560048**

Your total cost to company is INR **7,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **01-Sep-2022** at your location of posting mentioned above, for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

This offer is valid subject to your joining us on or before **01-Sep-2022**, post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,
For **ABB Global Industries and Services Private Limited,**

SD/-
TKS NAIR
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: R Kishore Kumar .....(NAME, SIGNATURE & DATE)
29/12/2021

ABB Global Industries and Services Private Limited
Global Business Services
6,7th Floor, Brigade Magnum
Kodigehalli Post
Bengaluru – 560 092

CIN: U72200KA2001PTC032179
GST: 29AADCA3217B1Z8

Phone: +91 80 2294 1999
Fax: 91 80 2294 1998

Registered Office and Corporate Office
Plot No. 5 & 6, 2nd Stage
Peenya Industrial Area IV, Peenya
Bengaluru – 560 058
Karnataka

Phone: +91 80 2294 9150 - 54
Fax: +91 80 2294 9148

www.abb.com/in

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.
B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).
C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

A) You will be covered as a member under the ABB India Employees Provident Fund Trust and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.

B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.

C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Other Social Security Schemes

A) Group Personal Accident Insurance – As per the company policy.
B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "**Strictly Confidential**". You shall not use or divulge or disclose any such information except as may be required under obligation of law or as may be required by the Company and in the course of your employment.

SD/-
TKS NAIR
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: R Kishore Kumar .....(NAME, SIGNATURE & DATE)
29/12/2021

2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or polices of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

SD/-
TKS NAIR
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: R Kishore Kumar .....(NAME, SIGNATURE & DATE)

29/12/2021

8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. GENERAL

A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.

B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

C) You will keep us informed of any change in your residential address or civil status.

SD/-
TKS NAIR
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: R Kishore Kumar .....(NAME, SIGNATURE & DATE)
29/12/2021

D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.

E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.

F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.

G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.

H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

SD/-
TKS NAIR
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: R Kishore Kumar .....(NAME, SIGNATURE & DATE)

29/12/2021

****

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-softwaretechnologies.com

*** Personal and Confidential ***
Ms. Heena Kouser
DSU,Benguluru,
Candidate Id: 7253135

Our reference: TN/67604/2022 **Date: 05-Sep-2022**

Dear **Ms. Heena Kouser,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, but not limited to the education/ experience certificates and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

9. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Mon, Sep 5, 2022 15:49:05 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: MAHESH KISHORE PUNJABI
Date: Mon, Sep 5, 2022 14:40:54 IST

Mahesh Kishore Punjabi
Senior Project Manager
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			05-Sep-2022
Compensation and Benefits Plan			
Name:	**Ms.** Heena Kouser		
Qualification:	B.E/B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) Manojkumar Devaraj (GS/HRS13-IN)
Virtual on boarding	"Skype/MS Teams" link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

BRILLIO Offer Acknowledgment EngineeringCandidates–FY 2022Batch	
Qualification	B.E./BTech
Branches:	CS/IT
AcademicGap:	Academic gap allowed only after the completion of the entire course i.e. after SSC/after HSC orDiploma or Engineering. **No yeardropallowedbetweenthe course**
Coursemustcompletein:	B.E./BTech-4years
SSC,HSC Percentages/CGPA:	60%&AboveOREquivalentCGPA NOTE: • SSC/HSCshouldhaveclearedin FIRSTATTEMPT only. • No Active back logs allowed at the time of joining. • ForDiplomaholders,finalsemestershouldhaveclearedin FIRSTATTEMPT only.
Aggregate:	Aggregateof60%&AboveOREquivalent CGPA
NatureofCourse:	AllFull-TimeCoursesOnly
YearofPassing:	2022SUMMERPassOutsOnly
Pre-EmploymentVerification:	Notbeeninvolvedinanycourtproceedingsand/orconvictedforanyoffence

Self-Declaration:

1. IherebydeclarethatImeetALLtheeligibilitycriteriaexactlyasstated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining iffoundhidingany information/producingincorrect informationornotmeetingallthecriteriamentionedabove.
3. Iam flexible toworkat anyBrillio-PAN-India locations as perbusinessrequirement.
4. Iamflexibletoworkinanytechnology/domain/workshiftassignedtomebasedonthebusinessrequirement.

Signature: Jahnavi Krishna

Name: JAHNAVI KRISHNA K

MobileNo: 9663802792

CollegeName: Dayananda Sagar University

Today'sDate: 28-08-2021

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1208026

Letter of Intent ("LOI")

Dear V N Ashish,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1208026**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1208026**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1208026**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

V N Ashish
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

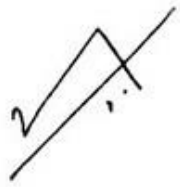
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Rajesh S is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46910

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Rajesh S is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57924

This is an auto-generated certificate and does not require any signature/company seal

Letter of Intent (LOI)

Superset ID: 1243940

November 02, 2021

Dear Rajagopal,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1086979

November 02, 2021

Dear Trishal Dhayananda,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Date: 4th July 2022

Ref. No: Continental/TCI/2022

Tejaswini Shetty
Bangalore

Offer Cum Appointment Letter

Dear Ms. **Tejaswini Shetty**,

This is with respect to your application and the subsequent interviews you had with us. We are pleased to extend an offer of employment with Continental Automotive Components (India) Private Limited, as per the below terms and conditions

Grade	: CG 8T
Designation	: Trainee (GET)
Work Location	: Bangalore
BU	: HEAT UX AE

1. **Salary and Benefits**
   Your training duration will be for a period of one year. During this training period you will be paid with an annual compensation of **INR.6,00,000 /- pa**

   In addition to the above, you will be entitled to certain allowances/benefits as mentioned in the enclosed Annexure I. For details of allowances kindly refer Annexure II.

2. **Work Place**
   You are initially appointed to work in our Technical Center, Bangalore. However, you are liable to be transferred to any department or establishment forming part of the Company, or associate companies or business associate anywhere in India or overseas, temporarily or permanently.

3. **Service Agreement**
   This employment offer is based on your consent to stay in service of Continental for a minimum period of 3 years, considering the substantial efforts management is offering to invest in you for your GYT program and beyond. Therefore, as a Graduate Engineer Trainee, you are required to sign a Service Agreement for 3 years with us on the date of joining. The details of the same have already been communicated to you.

4. **Working hours**
   You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may also be required to work in shifts as and when considered necessary by the Company.

5. Probation

You will be on training period for one year, which may be extended at the discretion of the Company after assessing your performance. During the training period, either party is at liberty to discontinue the appointment by affording the other party 30 days or payment in lieu thereof, provided no notice is necessary in the event of termination by the Company on account of misconduct.

6. Confirmation

On successful completion of training or any extension thereof, you will be confirmed in the services of the Company. Confirmation shall take effect only upon issue of a confirmation letter and from the date given in the letter. Thereafter your employment will be subject to termination by affording three months notice, in writing, by either party. This notice period can be curtailed only on Management approval. If you wish to be relieved earlier, you have to pay the company an amount equal to your basic salary for the unfulfilled notice period, provided the management agrees to relieve you early.

7. Background Checks

Continental Automotive may, at its discretion conduct background checks to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

8. Service Conditions

You will be governed by rules, regulations and service conditions as per Annexure III, applicable to the employee of your cadre working in the establishment of the company in which you will be working. In addition to the above, you will be governed by the terms and conditions as mentioned in Annexure IV and Code of Conduct in Annexure V. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time. In order to remain competitive in the continuously changing business and economic environment our Company undertakes a number of effectiveness improvement programs and movements such as CIM, Re-engineering, ISO/QS 9000, TS 16949, Cost reduction etc. For increasing individual effectiveness, the Company believes in Continuous Training and Development and provides opportunities for all employees. You will actively participate and contribute in all these movements, programs, Training and Development processes and enhance your and organization's competence.

9. Your selection and appointment is based on :

   a. The Information / content stated in your application form. If the information stated in your form is not correct or untrue or incomplete, the company reserves the right to withdraw the offer of employment before you join the service or terminate your service at any time without notice or compensation after you have taken up service

   b. Your agreement to the terms and conditions of the service which are attached herewith

10. As per our Company Policy, age of retirement is 58 years.

Kindly confirm the acceptance of the offer along with the date of joining in writing on or before the above mentioned date to Mr. Rajesh Panicker at rajesh.panicker@continental-corporation.com

The offer stands automatically withdrawn thereafter, unless the offer validity date is extended in writing by us.

11. You are requested to join at the below mentioned address, with the documents listed in Annexure- VI

Continental Automotive Components (India) Private Limited ,
Technical Center India,Sattva South Gate Tech Park,
Plot No 01,Veerasandra Industrial Area,Sy No. 17, 18, 19 & 20
Hosur Main Road,Attibele Hobli,Anekal Taluk
Bangalore 560 100

12. On your day of joining, you are requested to report to **Mr. Praveen Pasupathy** from HR department at 9am. Please carry the original documents along with an additional copy as specified in the joining checklist

13. You are requested to return duplicate copy of this letter as a token of your acceptance during the time of joining along with your signed copy of Annexure I, Annexure III, Annexure IV and Annexure V.
14. We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to the organization and look forward to a long and mutually beneficial association.

Sincerely,

Shrawani Rai
BU Head-UX R&D, India

Mamta Bakshi
Head HR – Technical Center, India

Encl:

- Annexure I – Compensation details
- Annexure II – Details of allowances
- Annexure III – Terms and Condition of Employment in relation to Inventions made by the Employee.
- Annexure IV- Terms and conditions of Employment
- Annexure V - Code of Conduct
- Annexure VI -Joining check list

I accept the above terms and conditions.

My Joining date will be:

Signature: _____

(Tejaswini Shetty)

7 January 2022

Pranita D
Flat no. O-10, Survey of india quarters, Koramangala 2nd block, Sarjapur road
Bangalore Urban 560034
India

Private & Confidential

Dear Pranita,

Congratulations, and welcome to Dell!

We are pleased to extend our offer of employment to Pranita D (employee hereafter “you/your”) with Dell International Services India Pvt Ltd (7450) ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Test Engineer 1 at career level Individual Contributor I5, reporting to Debasis Mishra (372845), Senior Manager, Test Engineering. Your start date is 7 July 2022.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

Core Business Hours

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company (inclusive of a lunch break). Please take note that certain functions such as Sales,Technical Support, Manufacturing, Information Services require staggered/shift hours.

Place of Work

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work , either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

Compensation

We are pleased to offer you a compensation package consisting of the following element(s):

Base Salary of INR662,346.50 per annum.

Base salary is comprised of Basic and Basket of allowances. Basic is INR 264,939.00. Basket of allowances is INR 397,407.50.

*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

Retirals

Retirals is comprised of PF and Gratuity. PF is 12% Annual. Gratuity is 4.81% Annual.

***Gratuity: Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act

****PF contribution: If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 6000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

***** PF contribution for International workers : If you are an International Worker as defined in EPF Act 1952, holding a passport other than “Indian passport” or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each .

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

Incentive Bonus Plan

You will be eligible for an annual bonus of **5%** of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company’s fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

Total On-Target Remuneration will be INR695,463.83 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

Total Cost to Companywill be INR740,000 per annum

Benefits

The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right, at its absolute discretion, to vary or amend the terms of any benefit or existing benefit policy offered in accordance with applicable local law.

Mileage reimbursement

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

Probation

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

Notice Period and Termination

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than **30 days** or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party **60 days or 2 month**'s written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy including but not limited to the Code of Conduct; or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

In the event of termination of services, you agree and authorize the Company to offset payment of any pro-rated allowance advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

Restraint:

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business or any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

Code of Conduct

The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standard of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in your dealings. Use of any company assets for unlawful purposes is strictly prohibited.

In the event of you working in the premises of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

Data Protection

Dell International Services India Pvt Ltd (7450) will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, cost centre, address, emergency contact details (e.g. home telephone number), educational details/history/qualifications and employment history, proof of right to work, any director or officer posts held, outcomes of any pre-employment screening, salary information including details on commissions bonuses and profit share, pension, stock option rights and details related thereto as well as additional benefit details, job description, job level, job grade, performance plans and performance rating details including sales and margin targets and achievements, Individual Work history.

The purposes of such processing are to administer and manage the employment relationship we have with you, and may include disaster recovery data duplication, administering and maintaining personnel records (includes sickness and other absence records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (if any), providing and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell International Services India Pvt Ltd (7450) or any part of Dell International Services India Pvt Ltd (7450)'s business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell International Services India Pvt Ltd (7450), any other Dell International Services India Pvt Ltd (7450). company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to a Dell International Services India Pvt Ltd (7450) company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell International Services India Pvt Ltd (7450) will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

Confidentiality Obligation

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such Information shall include what you learn or originate during your employment which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. If in doubt, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;

b) Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans;

d) Information relating to the Company's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to the Company by customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to the Company and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information.
For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

Intellectual Property and Copyright
While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is the Company's property. You will assign to and agree to assign to the Company and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist the Company in all ways, including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in conflict with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.

You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training advertisement and other materials without payment or separate compensation to you both during and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews will be to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

Export Compliance

You will not export or otherwise transfer out of India or release to any person, Controlled Technology or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology or Software is technology or software controlled under the U.S. Export Administration Regulations and includes, but is not limited to:

- Confidential and Proprietary Information of the type described in paragraph 4(a) above, to the extent that such information is not otherwise publicly available;
- Technical information of Dell International Services India Pvt Ltd (7450), its affiliates, its customers or other third parties that is in use, planned, or under development, such as but not limited to: manufacturing and/or research processes or strategies (including design rules, device characteristics, process flow, manufacturing capabilities and yields); computer product, process and/or devices (including device specification, system architectures, logic designs, circuit implementations); software product (including operating system adaptations or enhancements, language compliers, interpreters, translators, design and evaluation tools, and application programs); and any other databases, methods, know-how, formulae, compositions, technological data, technological prototypes, processes, discoveries, machines, inventions, and similar items;
- Information relating to future plans of Dell International Services India Pvt Ltd (7450), its affiliates, its customers and other third parties, such as but not limited to: marketing strategies; new product research pending projects and proposals; proprietary production processes; research and development strategies; and similar items.
- Release includes disclosure to any person, oral exchange, and application to situations abroad of personal knowledge or technical experience. If you have any doubts regarding whether particular information is Controlled Technology or Software, please consult your manager, Dell International Services India Pvt Ltd (7450)’s Legal Department, or Dell International Services India Pvt Ltd (7450)’s Export Compliance Organization.

Training: The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for specific skills training, you will repay to the Company, all of the costs paid to you or incurred on your behalf for this training.

The company reserves the right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

Recovery of dues: In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written communication by the Company.

Secondary employment and outside business ventures: While in the employment of the Company, you shall not undertake employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

Correctness of Information: This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

Service rules: For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

Retirement

You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.

Regards,

Savneet Shergill

Talent Acquisition Senior Director

Confirmation of Acceptance

I, Pranita D, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages pursuant to clause “remuneration” of this agreement.

I confirm that I will commence employment with Dell on 7 July 2022.

{{SigB_es_:signer1:signatureblock}} {{Dte_es_:signer1:date}}

Pranita D

_____ _____

Pranita D Date

We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.

By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

Electronic is our preferred, and most efficient, method for managing the documentation. However, if you prefer, you can print and sign all of the documents, and scan and email the originals to Sushil Bharadwaj / Sushil.Bharadwaj@dell.com. If you need to return the documentation in a different manner, please let your recruiter know.

This offer of employment is subject to the submission of your awaited **Marks Cards & Provisional / Convocation Certificate. In the event, the **Marks Cards & Provisional / Convocation Certificate** are not submitted within the first 30 days of joining the company or you fail to clear the exams, the offer letter shall stand withdrawn and cancelled with immediate effect.

Annexure

Notice Period Buyout (where applicable)

The Company will pay for your Notice pay recovery if any, as agreed during the HR interview. If my employment ends within the first 12 months of my hire date*, either due to my resignation (regardless of the reason) or because Dell International Services India Pvt Ltd (7450) terminates the employment for cause (as determined by Dell International Services India Pvt Ltd (7450) at its sole discretion), I will be required to repay to Dell International Services India Pvt Ltd (7450) the entire notice period that has been bought out by Dell International Services India Pvt Ltd (7450) at the time of my joining. Gross up on notice period buyout will be done on a case to case basis depending on the tax treatment availed in the previous employment/s. You need to submit the necessary document in support of Notice Period Buyout claim.

*** Hire Date shall mean the date of transfer in case of current employees who have opted for a personal transfer and the date of joining in case of new hires.**

I agree that the repayment amount for any of the categories as detailed above will become fully due and payable upon my termination of employment. I hereby authorize Dell International Services India Pvt Ltd (7450), to the full extent allowed by law, to deduct the repayment amount for any of the categories as detailed above from any monies owed to me by Dell International Services India Pvt Ltd (7450), including, but not limited to: wages, final paycheck, reimbursement for expenses, payment for unused benefits, refunds of contributions to benefit plans or programs, and/or any other sums payable to me by Dell International Services India Pvt Ltd (7450).

The amount I must repay (referred to as the "Repayment Amount") will be determined using the following formula:

Total Sign−On Bonus (Or Relocation) x [(12 − Full or Partial Months of Service) ÷ 12]
For example, if Dell International Services India Pvt Ltd (7450) pays me a sign−on bonus of Rs. 10,000, and I quit my employment after being employed for six months, the amount I must repay to Dell International Services India Pvt Ltd (7450) is Rs. 5,000 computed as follows: Rs 10, 000 x [(12−6) ÷ 12].

{{SigB_es_:signer1:signatureblock}} {{Dte_es_:signer1:date}}

Pranita D

Ernst & Young LLP
6th, 12th & 13th Floor, UB City
Canberra Block
No. 24, Vittal Mallya Road
Bengaluru , 560 001, India
Phone: +91 80 6727 5000
Fax: +91 80 2222 9914

27 April 2022

Ms. Alekhya P
D-4, Silicon Gardenia,12th Main 17th Cross JP
Nagar 5th Phase, Bengaluru, 560078

Your appointment as Senior Analyst in Technology Consulting

Dear Alekhya,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in Ernst & Young LLP subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

1. Job Title

You shall be designated as **Senior Analyst** in Band **6.**

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

2. Annual compensation

a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 5,50,000 per annum (Rupees Five Lakh Fifty Thousand Only).** A typical break up is provided as an Illustration in Annexure A to this Agreement.

b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.

c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

3. Date of joining

As agreed, you shall join the services of the Firm on **05 September 2022.**

4. Probation

Building a better working world

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

5. Retirement

Your retirement age shall be 60 years.

6. Transferability

Your initial place of posting will be Bangalore - UB City. However, your services are liable to be transferred from one location to another, anywhere in India.

7. Notice period and termination

a. Either party may terminate the employment by giving a mandatory minimum of 3 months' notice to the other party(also applicable during probation period). The Firm may, at its discretion, with or without conditions, agree to waive off the 3 months' notice period requirement, either wholly or partly.

b. The Firm may terminate / suspend your services, at its discretion, at any time immediately upon written notice to you, if it has been alleged and prima facie established, through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or is likely to damage Firm's reputation.

8. Code of Conduct and Policies

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.

b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc., as if these rules, regulations, policies et al, were part of this contract of appointment.

c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's intranet or through the Firm's newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading.

9. Confidentiality

a. **Remuneration:** You shall at all times keep the details of your salary and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

b. **Use of Firm's name:** You shall use the Firm's name, logo, trademark or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.

c. **Information:** You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorised personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit.

d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm. Upon termination of your employment with the Firm, or otherwise upon the Firm's request, you will immediately surrender to the Firm all files, books, magazines, reports, documents, manuals, audio and video tapes, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause.

e. You acknowledge and agree that disclosure of any portion of the Confidential Information or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary terms , that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this Agreement. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or regulatory body, any impropriety or breach of confidentiality obligations hereunder, at its absolute discretion.

f. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

10. Non- Compete

a. You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement, or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous employer having legal ramifications / consequences for you or for us.

b. During your employment with the Firm, you will devote your whole time, attention and skill for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

c. You hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.

d. You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly.

e. Subsequent to your separation from the Firm, for a period of twelve months, you will not without the consent of the Firm take up any job or assignment, either full time or otherwise, directly or indirectly for or on behalf of any other organization working with a client of the Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm,.

11. Intellectual Property

In consideration of this Agreement and of the salary agreed to be paid in consideration hereof, you agree as follows:

a. The Firm shall own (as its exclusive property, free from any obligations towards you) all Intellectual Property developed or conceived by you solely or jointly with others during the period of your employment; This includes but is not limited to Intellectual Property that:

- is along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment
- result from or is suggested by any work which you may do for the Firm
- are otherwise made through the use of Firm’s time, facilities or materials.

b. Not to disclose or utilize in your work with the Firm, any Confidential Information of others (including any prior employers) or any inventions or innovations of others without express permission.

Building a better working world

c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such Intellectual Property in any and all countries.

12. Personal Data

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

13. Miscellaneous

a. The following annexures form an integral part of this Agreement:

Annexure A - Illustrative compensation break-up
Annexure B - Relocation letter

b. **Additional Documents**: You may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to you / your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client request and/or (v) per the Firm's exclusive discretion.

c. **Supersedes previous agreement**: This Agreement supersedes and replaces any existing Agreement between the Firm and you, relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This Agreement shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your financial undertakings (if any), in this Agreement shall be an obligation of your executors, administrators, or other legal representatives or assigns.

d. **Severability**: If any provision contained in this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Agreement unenforceable or invalid.

e. **Conditions precedent**: This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.

f. **Privity of contract**: The terms of this Agreement may only be enforced by a party to this Agreement.

g. **Governing law and dispute resolution**: This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.

h. **Certificate of Practice**: If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.

i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP



Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature _____ Date _____

Alekhya P

Building a better working world

Annexure A

Illustrative compensation break-up

Particulars	Annual Values (INR)	
(A) Salary Components		**5,19,600**
Basic Salary:		2,53,200
House Rent Allowance:		1,26,600
Special Allowance:		22,200
Conveyance Allowance:		1,17,600
(B) Other Perquisites		**30,400**
Firm's Contribution to Provident Fund:		30,384
Year End Ex-Gratia		16
(C) Annual Fixed Compensation *(A+B)*		**5,50,000**
(D) Other Benefits		**32,173**
Gratuity (accrual)		12,173
Firm's contribution towards Medical insurance		20,000
(E) Total Compensation *(C+D)*		**5,82,173**
(F) Annual performance bonus (earning potential)	**Min. 0%**	**Max. 12%**
	0	66,000
Annual total earning potential (E+F)	**5,82,173**	**6,48,173**

Please note that Permanent Account Number (PAN) is mandatory for salary processing. If you do not have a PAN already, then please apply for the same at the earliest.

1. House Rent Allowance (HRA): This will be 50% of your basic salary.
2. Special Allowance: Special Allowance will be in the range of 0% to 10% of the annual fixed compensation.
3. Conveyance Allowance: Conveyance allowance will be the balancing figure in your compensation structure.
4. Provident Fund (PF): This will be as per the Employee's Provident Funds and Miscellaneous Provisions Act 1952. If you are an active member of PF, it will be mandatory for you to opt for the same. If not opted for, conveyance allowance will be adjusted accordingly.
5. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.
6. You will be eligible for medical insurance coverage for self, spouse, two children and parents/parents in-law up to INR 3 lac per annum, subject to your declaration as per the policy. Additionally, you, spouse and two children will be covered for critical illness cover of INR 10 lacs.
7. In the unfortunate case of death of an employee, the Firm extends financial support to the family up to three times of the last drawn annual CTC of the deceased employee. The minimum amount for this financial support will be INR 25,00,000.

Please note that all the benefits/coverage mentioned above are governed by the Firm’s policies and/or statutory law, as applicable.

Ernst & Young LLP
6th, 12th & 13th Floor, UB City
Canberra Block
No. 24, Vittal Mallya Road
Bengaluru , 560 001, India
Phone: +91 80 6727 5000
Fax: +91 80 2222 9914

Annexure B
Relocation Letter

27 April 2022

Alekhya P
D-4, Silicon Gardenia,12th Main 17th Cross JP
Nagar 5th Phase, Bengaluru, 560078

Dear Alekhya,

Sub: Relocation benefits

In addition to the terms and conditions mentioned in the appointment letter, you are also eligible for reimbursement of relocation expenses per below mentioned details.

Employee Self-Travel	• One-way trip (Air Travel/ Train Travel) between current location and new location for self. • A maximum of two one-way cab fare for airport transfers. For the purpose of reimbursement, GST registered metered/ App based cabs only will be considered. • In case, you choose to undertake a road trip, the cost of the road trip should be less than one AC first class rail fare between the two locations. Mileage rates applicable in case of use of own car (only one car permitted) will be INR 10 per km. The cost per km is inclusive of any other cost such as toll/fuel etc. Shortest route shall be taken as per google map for considering the KM distance
Accommodation	• Maximum of 10 room nights' stay at guest house or hotel based on eligibility as per the firm's Travel policy. • Expenses incurred on food, laundry, newspaper etc. during the stay at guest house or hotel will not be reimbursable. • Payment should be made only via credit card, online banking, wallet etc.

Air/Train bookings must be done only through the firm's Travel Desk. Similarly, guest house/hotel bookings need to be routed through Hotel helpdesk. EY Relocation assistance team will contact you two weeks prior to your joining date to facilitate transition.

In the event of you deciding to leave before completion of 1 year with the firm, the amount reimbursed hereunder will be recovered in full. For the purposes of this clause, the duration will be calculated from your date of joining to date of you 'deciding to leave' (which shall mean the date of your resignation letter).

Ernst & Young LLP
6th, 12th & 13th Floor, UB City
Canberra Block
No. 24, Vittal Mallya Road
Bengaluru , 560 001, India
Phone: +91 80 6727 5000
Fax: +91 80 2222 9914

Yours sincerely,
For Ernst & Young LLP



Anshula Verma

Authorized Signatory

I hereby accept terms & conditions mentioned in the letter.

Signature _____ Date _____

Alekhya P

Letter of Intent

March 17, 2022
Balusa Sathwik
Dayananda Sagar University, Bangalore

Dear Balusa Sathwik,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur
Vice President, Recruitment-India & APAC

October 13, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear K.M.Karthik,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

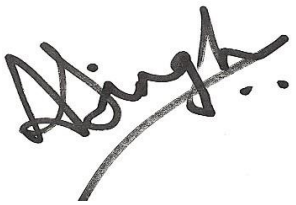
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

Informatica

25/05/22

Kumari Shoumya
#453, Sector-D, Sri Krishna Lane,
Mitramandal Colony, Saket Vihar, Anisabad
Patna, 800002

Dear Kumari,

We are pleased to extend an offer to join IND Informatica Business Solutions Pvt Ltd, (the "Company" or "Informatica"), subject to the following terms and conditions. You will report for work and your employment will begin on July 18, 2022.

1. JOB TITLE

Your job title at Informatica will be Associate Consultant. In this capacity you will report to Ramesh dasaranna Mattegunta, Sr Principal Consultant. At any time, Informatica may change your reporting structure of job title based on business needs, and likewise may adjust your role, responsibilities or work assigned from time to time. You will be employed by the company at the Bangalore, India office (see physical address immediately below).

Bangalore	Hyderabad	Chennai
Informatica Business Solutions Pvt. Ltd. No. 66/1, Bagmane Commerz 02 Bagmane Tech Park C V Raman Nagar Bangalore, Karnataka India - 560 093	Informatica Business Solutions Pvt. Ltd. Unit no. 804, 8th floor, Skyview 10 Sy No. 83/1, Plot Nos., 22, 23, 24, 31, 32 & 33, Raidurgam, Madhapur Telangana State Hyderabad – 500 081	Informatica Business Solutions Pvt. Ltd. Unit No. 202, 2nd Floor, RMBP II, Perungudi Village Tambaram Taluk, Kancheepuram District Chennai, Tamil Nadu India - 600 096

2. PROBATION

You will be on probation for a period of 6 month(s) from the date your employment with the Company begins on July 18, 2022. Upon successful completion of the probationary period, the Company at its sole discretion shall confirm your services if appropriate. Until and unless your services are confirmed in writing, it is deemed that you continue to be on probation.

3. COMPENSATION

- You will be paid base compensation of Rs.716,400.00/- per annum.
- You will be eligible to participate in an individual incentive compensation plan beginning on your start date. Your incentive compensation plan is individualized and specific to your role, and governs all terms and conditions of any incentive payments, including eligibility requirements. Your individual incentive compensation plan may be amended from time to time. Your annualized individual incentive target is Rs.79,600.00.
- Your base salary together with the above discretionary performance-related bonus, and all social security contributions (PF, Gratuity and Medical Insurance) enables you to earn up to Rs.874,602.00/- per annum.
- **Employee Equity:** You will be recommended for a restricted stock units (RSU) award valued at **$3000 USD.** Currently, we use a 30 trading day average to determine the number of RSUs that will be granted. RSUs represent the right to receive shares of Informatica Common Stock and will vest over 4 years in accordance with the following vesting schedule: 25% of the award vests on the first Quarterly Vesting Date after the anniversary of your grant date and the remainder will vest 1/16th for each quarter of continued service thereafter. Quarterly Vesting Dates are currently February 15, May 15, August 15 and November 15. All vesting of RSUs is contingent upon your continued employment with Informatica. The grant of RSUs is subject to approval by Informatica's Board of Directors, our granting practices at the time of any award, the terms and conditions of Informatica's incentive plan and the award agreements evidencing such awards.

4. OTHER BENEFITS

In addition to your salary and discretionary performance bonus, you will be eligible for **standard company benefits**, as follows and subject to meeting plan criteria:

1. Medical insurance - Coverage for employee, spouse and dependent children.
2. All other benefits available to employees in the same class as you, as detailed in Informatica's policies and benefit plans.

5. CONFIDENTIALITY

Scanned with CamScanner

The Company considers the protection of its confidential information and proprietary materials to be very important. Therefore, as a condition of your employment, you are required to execute a Confidentiality and Intellectual Property Agreement, annexed to this letter of appointment and employment contract, as a term and condition of your employment with the Company. You further agree that you will not use the Company's trade secrets to solicit customers of the Company either during your employment with Informatica (except as expressly authorized by the Company) or after your employment with Informatica ends.

6. RESIGNATION OR TERMINATION

1. Prior to the confirmation of your service at the Company (during the probationary period), the contract of employment is terminable by either the Company or by you, by giving 1 month('s) notice in writing to the other. The Company reserves the right to pay or recover from you, 1 month('s) base compensation, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.
2. After confirmation of your service at the Company, the contract of employment is terminable by either the Company or by you, by giving 1 month('s) notice in writing to the other. The Company reserves the right to pay or recover from you, 1 month('s) base compensation, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.
3. If termination is initiated by you, the Company may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.
4. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues or unearned wages.
5. On termination of employment and/or your resignation you will immediately return to the Company all monetary dues (like loans, advances, relocation expenses, etc.), tools, accessories, formulae, documents, specifications, books, etc., of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the Company.

7. ABANDONMENT

Absence for a continuous period of five working days without notice will render you to lose your lien on employment, and the same will be deemed as voluntary abandonment of service and you will be terminated without notice and without any pay in lieu of notice.

8. PLACE OF WORK AND TRANSFER

Your services can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of Informatica's parent companies, departments, subsidiaries, joint ventures, associates, sister companies, etc. as per the needs of the Company.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the place you are transferred to.

9. RETIREMENT

Your age of retirement from the services of the Company will be on completion of 60 years. However, you may be retired at any age before sixty years during your services in the establishment if you are unable to perform or render service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. This refers to the date of birth submitted by you to the Company at the time of joining. No changes to the date of birth would be entertained, at any later point in time.

10. EMPLOYMENT VERIFICATION & CREDENTIALS

Your employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Company, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc.

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation.

11. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you.

12. EXCLUSIVITY, NON-RECRUITING COVENANT

While employed by the Company, you will not be allowed to undertake any other employment or engage in any external activities of commercial nature without prior written approval, in accordance with the provisions of the Code of Business Conduct. Also during your employment with Informatica, you may not compete with the Company or assist others in competing with the Company in any way, or serve as a director, officer, employee or consultant or contractor of any person or entity providing products and/or services that would substitute or replace those of the Company, except that you may own fewer than one percent (1%) of the outstanding voting shares of a publicly traded corporation.

Scanned with CamScanner

You also agree that the Company has invested substantial time and effort in assembling its present personnel. For a period of one year after termination of your employment with Informatica, you shall not directly or indirectly: solicit or attempt to persuade any employee of the Company, or recruit any person who was an employee of the Company during the twelve (12) months immediately preceding termination of your employment with the Company, to leave the employ of the Company where such employee possesses or had access to any Confidential Information of Informatica (as defined in the Confidentiality and Intellectual Property Agreement annexed to this employment agreement). In addition, at no time will you interfere with the performance of other Company employees' duties for the Company, except that which may arise from lawful post-employment competition by you after your employment with the Company ceases.

13. MISCELLANEOUS

1. You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and others authorized by the Company to assign such duties and responsibilities.
2. You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all company policies and procedures. All acts subversive of good conduct and discipline such as, but not limited to, insubordination, gross negligence, corruption, fraud, forgery, misappropriation, would warrant strong disciplinary action from the Company.
3. All other terms and conditions will be governed by the Company's policies from time to time. The Company's policies are available in the Employee Handbook found under your country's section of the Company Intranet.
4. This agreement supersedes all prior agreements, written or oral, between you and the Company relating to the subject matter of this agreement. This agreement may not be modified, changed or discharged in whole or in part, except by an agreement in writing signed by you and the Company. You agree that any change or changes in your duties after signing of this agreement shall not affect the validity or scope of this agreement.
5. This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws in India. Any action, suit, or other legal proceeding, which is commenced to resolve any matter arising under or relating to any provision of this agreement shall be commenced only in a court in Bangalore, India.
6. If any one or more of the terms of this employment agreement is, for any reason, held to be invalid, illegal or unenforceable in any respect, such finding will not affect the other terms of this agreement and this agreement will be construed as if the invalid, illegal or unenforceable terms had never been contained in it. Likewise, if any one or more of the terms of this employment agreement is, for any reason, held to be excessively broad as to duration, geographical scope, activity or subject, it will be construed by limiting and reducing it so as to be enforceable to the extent compatible with applicable law as it then applies.

14. ADDRESS FOR COMMUNICATION

You have given your address, as it appears at the beginning of your offer letter. Any communication sent to that address will be deemed to have been served upon, and received by you. It is your responsibility to intimate the company about any change in the address.

Please sign all the pages in acceptance of the terms and conditions set out herein.
I would like to extend a warm welcome to you on behalf of the Company and its employees.

Sincerely,

For Informatica Business Solutions Pvt. Ltd.

Mark Pellowski
Director

I agree to accept employment with Informatica on the terms and conditions as stated in this employment agreement.

Shoumya

Kumari Shoumya
Signature

31-05-2022

Date

Scanned with CamScanner

Mindteck (India) Limited
AMR Tech Park, Block 1, 3rd Floor
#664, 23/24, Hosur Main Road
Bommanahalli, Bengaluru – 560068, India
(CIN: L30007KA1991PLC039702)

Tel: +91 80 4154 8000/4154 8300
Fax: +91 80 4112 5813

www.mindteck.com

February 22, 2022

LETTER OF INTENT

Ashwini C S
Bangalore

Dear Ashwini C S,

Further to our discussion we are pleased to make you an offer in **MINDTECK (India) LIMITED** on the following terms:

Designation	: **Member Technical Staff**
Level/Grade	: **S1, G1**
Total cost to company	: **Rs. 443,600/- Per Annum**
Base Location	: **Bangalore**
Work Location	: **Bangalore**

You are requested to join on or before **August 02, 2022** at **10:00AM**

Probation & Notice Period:

You will be on probation for a period of **6 months** from the date of your employment. Your performance will be reviewed and if found not satisfactory, then the probation may be extended accordingly in writing. The period of probation may be extended at the sole discretion of the Company. After the period of 6 months, in case your probation period is not extended, then it shall be deemed that your appointment is confirmed in the Company automatically.

The Company may, without assigning any cause, terminate your employment after confirmation, upon written notice to you. Such notice shall be effective **60 days** from the date of written notice or upon giving **60 days'** Salary in lieu of notice, and the said notice period of **60 days** shall be construed as **15 days** during your probation period.

You may terminate your employment upon written notice to the Company, such notice shall be effective **60 days** upon receipt by the Company and the said notice period of **60 days** shall be construed as **30 days** during your probation period. The Company may, however, at its sole discretion decide to relieve you from the service on any earlier date and company shall not liable to pay any compensation towards the notice period.

Mindteck reserves the right to terminate you from the service if Mindteck becomes aware of any material information that may have been concealed or misrepresented by you or your failing **Background Verification Checks** after you joined Mindteck (India) Limited. On completion of all the joining formalities and fulfilling all documentation requirements you will be formally appointed and inducted in to the organization.

No Moonlighting/Dual Employment: Once you are employed by Mindteck, you declare and agree that you are not in employment with any other organization whether full time or part time. Further, you agree that you will not accept any full time or other part-time employment or consulting work or render any professional services, without the Company's prior written consent. The breach of this clause is considered as a serious offence by you and Company shall take such action against you in addition to termination of employment.

The Company also at its discretion may or may not amend any clause expressed in this letter of intent.

Kindly convey your acceptance of the above by returning a copy of this letter with your signature and date of joining on it.

A Detailed appointment letter will be handed over to you at the time of joining,

We take pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Yours sincerely,

For Mindteck (India) Limited



Pradeep K

Vice President - Human Resources

Annexure – A

Name	**Ashwini C S**
Designation	**Member Technical Staff**
Level/Grade	**S1,G1**

Salary Heads	**Per Month**	**Per Annum**
Basic	15833	190000
Flexible Compensation	16019	192228
Bonus	1319	15833
Base (a)	**33171**	**398061**
Employer Contribution:		
Provident Fund (12% of Basic)	1900	22800
Gratuity (4.81% of Basic)	762	9139
Retirement Benefits (b)	**2662**	**31939**
Cost to Company (a)+(b)	**35833**	**430000**
Medical Insurance (c)	1,133	13,600
Total CTC (a)+(b)+(c)	**36967**	**443600**

- Membership of Contributory Provident Fund/Family Pension Fund/ESIC.
- Gratuity will be paid to you as per Gratuity Act l on separation of service, provided you have completed 5 years of service with the Company at the time of such separation.

We request you to kindly sign hereunder as token of your acceptance of the terms and conditions of this offer of employment with Mindteck including the compensation terms contained herein.

Acceptance

I _____agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join Mindteck India Limited on_____.

Signature _____

Date _____

Annexure B - Flexi Compensation Plan	
Items of Compensation	
Basic Salary	30% of CTC/ INR 1,90,000/- Pa
House Rent Allowance	50% of Basic Salary
Total (a)	
Flexible Compensation Plan (b)	
Leave Travel Allowance [-1]	One Month's Basic Salary
Telephone & Mobile Reimbursement [-2]	Rs. 36,000/- pa
Food Coupons [-3]	Rs. 13,200/- pa
Car Fuel Reimbursement (<1600 CC) [-4]	Rs. 21,600/- pa
Car Fuel Reimbursement (>1600 CC) [-4]	Rs. 28,800/- pa
Gift Coupon [-5]	Rs. 5000/-pa
Retirement Benefits (c) (PF & Gratuity) (c)	
Provident Fund	12 % of Basic Salary
Gratuity	4.81 % of Basic Salary (as per Act)
Cost to Company	**(a)+(b)+(c)**

Note:

1- One month basic. Paid at the end of the financial year on receipt of travel tickets.
Only the travel cost (Air fare, Train fare or Road transport) is reimbursed. The travel has to be within India and employee should be involved in the travel.

2- Telephone bill copy, pre-paid currency purchase bill in the name of the employee.

Note: Where the telephone bill is not in the name of the employee, the address on the telephone bill should be same as the address where the employee resides and there should be a declaration from the telephone owner stating that the phone is being used by the employee.

3- Paid on monthly basis in the form of meal voucher.

4- Fuel bills with vehicle no. or alternatively fuel card top up bills. Employees should submit the copy of Vehicle's RC book; this is to ensure that the vehicle is in their name only. This will be paid on monthly basis.

Note: Employees opting of this benefit will not be eligible for conveyance allowance

5- Paid on annual basis in the form of gift voucher

All reimbursements shall be drawn as per company rules subject to submission of receipts/bills or other documents. Any tax liability arising out of the payments / reimbursements now or in the future due to changes in income tax provision shall be borne by the employee.

Additional Benefits	
1. MediClaim Insurance: - All employees and their immediate dependents (Spouse & two children) are covered under Mindteck Group Mediclaim Insurance Plan unto a sum of **Rs.400,000/- (Rupees Four Lakhs Only)**. Employees have the option of covering their parents/in-laws under the Group Insurance Plan, provided the premium will have to be borne by the respective employee	
2.Group Personal Accident Coverage	**1,000,000**
3.Group Term Life Coverage	**2,000,000**

Check List to be produced at the time of joining

At the time of reporting for duty, you are required to carry this checklist along with the following documents in original together with the copies thereof:

Certificates in support of you're:

- Copy of Educational / professional qualifications
- Date of birth
- Copy of current passport (All sheets wherever any entries were made)
- Four colored passport size copies of your recent photograph.
- Copy of Relieving letter (all previous employment)
- Copy of Experience certificate (all previous employment)
- Copy of the pay-slip from your last employer
- Copies of PAN Card/Form 49A , Aadhaar Card
- Form 16 from previous employer

DISCLAIMER STATEMENT

Mindteck collects the personal information of the members in the following pages as per the statutory requirements of law of land (India) and for internal / operational Requirements at the time of joining. This information will be disclosed by Mindteck on need-to-know basis for authorized members as per the statutory requirements and/or internal consumption.

Date: 26/03/2022

Dear Lokesh C S,

Apropos to your application for interning as **"Business Development Intern"** and subsequent to our discussions we are pleased to offer you internship as **" Business Development Intern"** This is subject to no adverse findings arising from any of the intern background verification which is required to be carried out by the Organization. The date of your joining Inmovidu is 05/04/2022 with the following terms of engagement as outlined below. Your Reporting date is 05/04/2022.

Internship Hours/Duration – The working hours of the firm are 11.30AM-8.30PM. We do not follow flexi hours, so it is mandatory to complete the working hours at the office/home. You may be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern and the Manager.

Absence from Internship– Stipend will not be paid for periods of unauthorized absence.

Location –Your place of internship will be the office of the Company at Bangalore or whatever other office or branch of the Company.

Work - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position as an intern. You are eligible for conditional Pre-Placement offer conditional on your performance after six months of your internship.

Working in Shifts – You may be required to intern in shifts. This shall be informed to you by your manager/supervisor well in advance.

Code of Conduct – Your internship is governed by the Code of Conduct. A copy is attached. You are required to read, understand and follow it in letter and spirit.

Confidentiality - In the ordinary course of your internship you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment or with other employees/ interns who are not otherwise authorized to know.

Restriction After Termination of the internship - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the internship. To protect the interests of the Company you are bound by a 6-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the firm.

Intellectual Property - You agree that during your internship the 'work of art', any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion with prior approval from management. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

Data Protection – Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval
- You do not access information that you are not otherwise authorized to view.
- You do not access systems and IT infrastructure that you are not authorized.
- You do not treat personal data carelessly
- You secure all printouts away when not in use
- You do not share your passwords to any unauthorized person

Termination – By you. During the period of internship, you are required to give the company at least 30 calendar days' notice in writing. In case the notice period as per terms of internship is not served, pay in lieu of notice period would be deducted from the final settlement dues to the intern.

Termination – By company. Post confirmation, except where your internship is terminated on the grounds of Gross Misconduct you are entitled to 15 days from the company or pay in lieu of notice period.

Compensation - Your fixed renumeration/ stipend shall be Rs 15,000/- (Fifteen Thousand Rupees only) per month (Refer Annex A).. Compensation will be paid only after the completion of the training period of 15 days or as confirmed by your manager based on your performance during the training.

Additional Earning Opportunities -There is a performance bonus which can go up to Rs15,000/- per month.

Training - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and / or business processes. The cost of the training shall be borne by the Company and your endeavor shall be given your best to gain the knowledge and skills imparted during the training sessions. You will be required to work with the company for a minimum of 3 months post the training is completed. Should you decide to leave the company before 3 months, you will have to reimburse the cost of training of INR 10,000/- to the company.

Background Verification: As a part of the onboarding process, background check is conducted. You will be required to submit your original documents for background verification.

Acceptance – You hereby accept the terms of Internship. Please sign the offer letter in duplicate and return us one copy.

Name ……..

Sign ……..

Data Consent

In consideration of being Interned at InMovidu,

I hereby expressly agree as follows:

InMovidu may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks.

In this regard, Inmovidu may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

Date:

Signature:

Name:

Permanent Address:

17E, 1st Floor, 18th Cross, Sector 3, HSR Layout , 560102
+91-8088907569 / hr@inmovidutech.com
CIN: U72900KA2016PTC095268 II GSTN: 29AAECI2254D1ZS. II PAN: AAECI2254D

ANNEX A

Your Stipend-INR 30000 (INR 15000 fixed/Month + INR 15000 Incentives)

Yours sincerely,



Hari Chandana.Y
HR Associate
Inmovidu Technologies Pvt Ltd

Name ……..

Accept & Sign ……..

17E, 1st Floor, 18th Cross, Sector 3, HSR Layout , 560102
+91-8088907569 / hr@inmovidutech.com
CIN: U72900KA2016PTC095268 II GSTN: 29AAECI2254D1ZS. II PAN: AAECI2254D

SALARY AND BENEFIT STATEMENT		
NAME	**Kartik Mudaliar**	
DESIGNATION	**Associate Software Developer**	
GRADE LEVEL	**130**	
1. SALARY COMPONENTS	**per Month (INR)**	**per Annum (INR)**
BASIC	23,333	280,000
HRA	11,667	140,000
SPECIAL ALLOWANCE	23,333	280,000
ANNUAL GROSS PAY (AGP)	**58,333**	**700,000**

2. RETIRAL BENEFITS	**per Month (INR)**	**per Annum (INR)**
PROVIDENT FUND	2,800	33,600

FIXED COST TO COMPANY (1+2)	**INR 733,600**

3. ANNUAL INCENTIVE PAY TARGET*		**per Annum (INR)**
ANNUAL INCENTIVE PAY TARGET*		**56,000**

TOTAL COST TO COMPANY (1+2+3)	**INR 789,600**

ANNUAL INCENTIVE PAY TARGET*

You may participate in non-salary compensation programs as may be available subject to applicable terms, conditions and eligibility requirements of such programs and at the program administrator's discretion. Entitlement and the amount payable under such program shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under such programs are not guaranteed.

OTHER BENEFITS

Gratuity: The eligibility and amount of this benefit is as per the applicable laws.

Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.

Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.

Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

STRICTLY CONFIDENTIAL
LETTER OF OFFER

Date: **13-Jun-2022**
S. No: 4332 / Vacancy ID:66955

Dear **Devaki Poojitha**,

National Identification Number: PAN: FJDPP3872G

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **31-Aug-2022** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

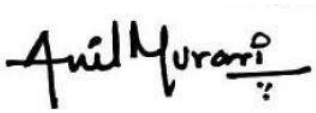
Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited



Anil Kumar Murari
Head - Human Resources & Administration (India)

I accept and agree:



Signature
Date: 15/06/2022

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

ANNEXURE – A

Name	: **Devaki Poojitha**	
Designation	: **Trainee Software Engineer**	
Date of Joining	: **31-Aug-2022**	
SALARY STRUCTURE		
Gross Salary Components	**Monthly (INR)**	**Annual (INR)**
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	**54167**	**650004**
Other Components	**Monthly (INR)**	**Annual (INR)**
Snacks Allowance	700	8400
Communication Allowance	3000	36000
Provident Fund company contribution[#]	1800	21600
Statutory Bonus	0	0
Gratuity[##]	1302	15624
Other Components (B)	**6802**	**81624**
Total Cost (A+B)	**60969**	**731628**
Annual Total Cost (A+B) in words	Seven Lakh Thirty One Thousand Six Hundred Twenty Eight	

- You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 31-Aug-2022. The performance criteria for the 2022 scheme is based on the Group achieving the target.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

- # Provident Fund company contribution up to maximum up to INR 1800 per month
- ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.

ANNEXURE – B

No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Group Mediclaim Coverage (GMC)	INR 5,00,000/-	Employee + 5 Dependents
3	Group Personal Accident (GPA)	INR 10,00,000/-	Employee
4	Group Term Life Insurance (GTLI)	4 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 5,00,000/-	Employee
7	Gratuity	As per Gratuity Act	Employees completed 5 years and above
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (one in a year)	Employee
10	Crèche Benefit	INR 16,000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act (26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

JPMorgan Chase & Co.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



J.P.Morgan

05-Nov-2021

Shivaraj H
NO 75 SHIVA NILAYA 10TH MAIN 5TH CROSS JNANA JYOTHI NAGAR
NEAR KRISHNA TEMPLE
-560056
BENGALURU
Karnataka
INDIA

Dear Shivaraj,

Your Internship by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 10-Nov-2021.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.

Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS

A1. Title/Category

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

A2. Internship Commencement Date

Your internship shall begin on 10-Jan-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 31-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

A3. Working Hours

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

A4. Stipend

Your stipend will be INR50,000/- per month.

A5. Probationary Period

Your internship will be subject to a probation period as outlined in paragraph 4.3 of Appendix B.

A6. Leave Entitlement

A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year, pro-rated according to the duration of your employment in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

A7. Benefits

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

A8. Retirement Scheme

You are not eligible for retirement benefits.

A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS

B1. Internship

B1.1 Your internship is subject to:

a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Bengaluru, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.

b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and

c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:

ix. by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;

i. you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and

ii. you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

B2. Remuneration

B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.

B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.

B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

B3. Incentive Compensation

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

B4. Termination

B4.1 Your internship may be terminated as follows:

a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

b) By the Company at any time without notice or compensation if you:

i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

ii) seriously breach the Code of Conduct and any other Company policies;

iii) disobey the Company's lawful and reasonable instructions/requirements;

iv) habitually neglect your duties; or

v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

(a) suspend you from the performance of any duties or assign you alternative duties;

(b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;

(c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;

(d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;

(e) remove your access to the Company premises and computer systems;

(f) require that you return any property belonging to the Company under paragraph 7 in this Appendix

(g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.6 During any Notice Period:

(a) you will provide such assistance as the Company may require to effect an orderly

handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and

(b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

B5. Leave

B5.1 Annual Leave

(a) You will be entitled to annual leave with full pay in every calendar year – please see paragraph 6 of Appendix A, pro-rated according to the duration of your employment. The Company will be entitled to determine when annual leave is taken, although as far as possible, arrangements will be made to suit your convenience. Annual leave entitlement for each calendar year must be taken in that calendar year and only in exceptional circumstances can annual leave (other than unused statutory entitlement, if any) be carried forward into the following calendar year. All annual leave days taken will be deducted first from the statutory entitlement accumulation.

(b) After a notice of termination has been given pursuant to paragraph B4.1 of this Appendix, you will not be entitled to take any annual leave without the express consent of the Company provided after notice of termination has been given.

(c) You must comply with the Company's 'consecutive days leave' policies.

B5.2 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and J.P.Morgan internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your employment.

B5.3 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the

Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

B8. Post internship Restrictions

B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.

B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.

B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.

b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.

c) "Restricted Client" means any person:

i. who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
ii. with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
iii. but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.

d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;

b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;

c) that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

d) that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.

e) that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.

f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you

and this document is not in violation of any applicable law.

g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.

h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.

i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

B9. Code of Conduct and Staff Regulations and Affirmation

B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:

(a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and

(b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.

B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.

B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

B10. Working Hours

B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working

hours may be revised at the discretion of the Company.

B11. Retirement Benefits

You are not eligible for retirement benefits.

B12. Contract Execution

B12.1 You acknowledge and agree that:

(a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

(b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.

(c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

B13. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400 104, India
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

KOCH.

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Pranathi Chitturi,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Associate Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of

90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

KOCH.

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 09-07-2022

Signature: Parthi.Ch

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Pranathi Chitturi**
DESIGNATION	**Associate Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Sai Sanjana T,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Sai Sanjana T**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear V.Dikshith,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear V.Dikshith,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

kyndryl

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	V. Dikshith	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

DAIMLER

Offer has been accepted

Mercedes-Benz

OFFER/HR/MER0001R1E/4519697

July 12, 2022

Hasmitha B Hegde
Behind Siddeshwara temple, opposite Amareshwara Apartment, Sundar Nagar,
Rajeev Nagar, Hubli.
Hubli
Karnataka - 580021

Dear Hasmitha B Hegde,

This has reference to your application and subsequent interview/ various discussions you had with us.

We are pleased to inform you that you have been selected by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of **Graduate Engineer Trainee** in the Company's Grade Grade **T10**, in the department of **ITP/IS**. Your work place will be **India>Karnataka>Bangalore>Mercedes-Benz Research & Development India, Embassy Crest**.

REMUNERATION

Yo Cost to Company will be Rs. 1,000,007.00 per annum. The details of salary are as shown in e I.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

JOINING FORMALITIES

Your tenure will be for twelve months starting from August 9, 2022.
Please note that our payroll cut off date is the 18th day of every month and in case you join on or after the 18th day of the month, the salary for that month will be processed along with the salary for the subsequent month.

At the time of joining, please submit the following documents:
1. Photocopy of the Birth Certificate/ School Leaving Certificate
2. Photocopy of the certificate(s) of educational qualifications (A certificate of the last examination passed by you is essential)
3. Photocopy of PAN Card
4. Two color passport size photographs
Please bring all the original documents on the day of joining for verification. Also, all the photocopies are required to be self-attested.

A detailed Appointment Letter will be handed over to you at the time of your joining.

Please be informed that your appointment is subject to your successful completion of final academic course and you being found medically fit by the Medical Officer of the Company. The details related to the pre-employment medical check-up have been sent to you by email.

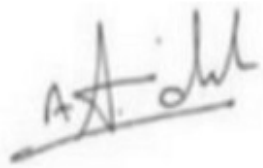
Please return the photo copy of this letter with your signature as a token of your acceptance for our records.

We look forward to have a long-term association with you and wish you every success in your er to learn and perform well and contribute in the growth of the Company.

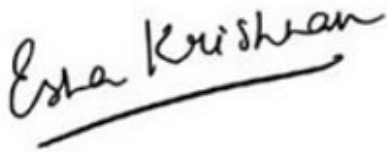
Thanking You,

Yours sincerely,

Mercedes-Benz Research and Development India Private Limited



Shashi Adsul
Vice President



Esha Krishnan
Senior Manager – Human Resources

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

ANNEXURE I

DETAILS OF REMUNERATION

Hasmitha B Hegde

ITP/IS

S.No	Particulars	Monthly Salary (In Rupees)	Annual Salary (In Rupees)
A	**MONTHLY SALARY COMPONENTS**		
	Basic	29,571.00	354,852.00
	House Rent Allowance	11,828.00	141,936.00
	Basket of Allowances:		
	Monthly Allowance	25,078.00	300,936.00
	Leave Travel Allowance	6,250.00	75,000.00
	Telephone Allowance	1,200.00	14,400.00
	Monthly Salary	**73,927.00**	**887,124.00**
B	**OPTIONAL MONTHLY COMPONENTS**		
	Superannuation Allowance*	4,436.00	53,232.00
C	**RETIRAL COMPONENTS**		
	Company's Contribution towards Provident Fund @ 12% of basic salary		42,583.00
	pany's Contribution towards Gratuity Fund @ 4.81% of basic ary		17,068.00

D	**Cost To Company**		**1,000,007.00**

* Superannuation scheme is optional to employee and will have onetime option to be part of the scheme at the time of joining.

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213



Mercedes-Benz

Head - Human Resources
Mercedes-Benz Research and Development India Private Limited
Whitefield Palms, Plot No. 09 & 10
EPIP Zone, Phase 1, Whitefield Road
Near Satya Sai Hospital
Bangalore - 560 066, Karnataka, India

Dear Darryl Dsouza,

Receipt and Acceptance of Offer

This has reference to the offer letter no. **OFFER/HR/MER0001R1E/4519697** dated July 12, 2022.

I hereby accept the offer of employment by Mercedes-Benz Research and Development India Private Limited (MBRDI) for the position of Graduate Engineer Trainee in the Company's **T10** Grade, in the **ITP/IS** department.

I also agree with the terms and conditions as mentioned in the offer letter and will join MBRDI on or before August 9, 2022.

Thanking You,

Yours sincerely,

Has[illegible] B Hegde

Date:

M/s. Mercedes-Benz Researc
and Development India Priv
Limited.
Embassy Crest, Plot No.5-P,
EPIP Zone Phase 1, Whitef
Road,
Bangalore - 560066,
India. Tel 91 80 6150 6600
e-Fax +91 80 6149 9512
mbrdi_corp@daimler.com
www.mbrdi.co.in

and Mercedes-Benz - are registered trademark of Mercedes-Benz Group AG, Stuttgart, Germany

CIN:U74110KA1996PTC0213

Offer electronically accepted by: Hegde, Hasmitha B

Offer electronically accepted on: Jul 13, 2022 6:10 PM

Offer electronically accepted from: 104.86.110.125

© 2022 Mercedes-Benz Group AG. All Rights Reserved.

NetCracker Technology Solutions (India) Private Limited
Plot No-5&43, HITEC City, Madhapur,
Hyderabad 500 081, India
CIN#U74200TG2002PTC044767
www.netcracker.com
NTSIPL@netcracker.com
Tel: 91 40 6623 5000
Fax: 91 40 6623 5452

Riyanna Lynn D Souza
Bangalore
7/4/2022

Dear Riyanna Lynn D Souza,

Welcome to **Netcracker Technology Solutions (India) Private Limited**. We are pleased to extend an offer as **Junior Software Engineer** and invite you to join us at **Bangalore**.

During your first year with us, you would undergo an extensive classroom and project training, along with on-the-job assignments. Upon successful completion of the training you would be assigned to a Business Practice at Netcracker Technology Solutions (India) Private Limited based on your skills and business requirements.

Following is the summary of our offer:

- This offer is subject to your executing the Training Reimbursement Agreement ("TRA"), vide which you agree to be in continuous employment with Netcracker Technology Solutions (India) Private Limited for a period of twenty four (24) months from the date of joining the company. If you choose to leave Netcracker Technology Solutions (India) Private Limited before the aforesaid stipulated time, or your employment is terminated for reasons laid down in the TRA, you agree to reimburse Netcracker Technology Solutions (India) Private Limited the training cost of **Rs. 300,000/- (Rupees Three Lakhs).** Taxes if applicable will be borne by you.

- The offer would be subject to **satisfactory background verification** and successfully completion of ongoing course **without any backlogs.**

- Your Target Earnings would be **INR. 800000/-per annum**, break up of which is outlined in the Appendix -A.

- **Validity of the offer is conditional upon receipt of your acceptance on or before July 15, 2022.**

Your tentative day of joining would be in fourth week of August'22. In the event of you not joining Netcracker Technology Solutions (India) Private Limited as scheduled, this offer would stand revoked.

With best wishes,

Srinivas Prabhu Sangam
Director, Human Resources



_____
Signature

APPENDIX – A

Full Name - Salary Details

Gross Annual Salary

Particulars	Amount Per Month In INR	Amount Per Annum In INR
Basic Salary	27083	325000
Housing Allowance	10833	130000
Special Allowance	10742	128900
Leave Travel Allowance*	2258	27100
Provident Fund	3250	39000
Total Fixed Remuneration	**54167**	**650000**
Variable Pay**		**150000**
Target Earnings		**800000**

Gratuity is applicable as per law

* LTA will be payable for the tenure during the financial year April-March. The first LTA can be claimed after completion of six continuous months of service.

****VARIABLE PAY**

Riyanna Lynn D Souza
Bangalore
7/4/2022

Dear Riyanna Lynn D Souza,

You will be entitled for an Annual Variable Pay hereafter referred to as "Variable Pay" of **INR 150000/-** only, payment of which is subject to following clauses:

1. Variable Pay will be paid in biannual installments in the month of June & December of a calendar year along with your monthly salary.
2. You will be paid a prorated portion of biannual installment of Variable Pay for the half year in which your date of joining occurs.
3. Payment of Variable pay will be based on your overall achievement of mutually agreed performance criteria set forth therein, and as from time to time established by the Company in its discretion.
4. You must be an active employee in good standing, i.e., not serving notice period and or on loss of pay (LOP) for more than 15 days for the half year in which biannual installment of Variable Pay is disbursed. In this case you will be paid a prorated portion of biannual installment of Variable Pay at the time of payout.
5. You must not be in either disciplinary or performance improvement plan at the time of payout.
6. If you voluntarily resign or the Company terminates your employment in accordance with Clause 7 Termination of Employment of your Offer and Appointment Letter, or in the event of an unjustified termination of employment or a dismissal without notice on your part, Variable Pay will be forfeited with immediate effect.
7. The application and interpretation of, and any determinations related to the Variable Pay is at the sole discretion of Human Resources Director.

Look forward to welcoming you aboard.

Yours sincerely,
Netcracker Technology Solutions (India) Private Limited,
Acting by: Srinivas Prabhu Sangam
Title: Director, Human Resources

Signature: 

Note:

- Temporary accommodation for self will be provided up to 14days at work location with no further extension.
- You will be reimbursed one way Economy Airfare for self, reimbursement of which will be made post submission of ticket along with boarding pass

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

Prodapt Chase Extraordinary

November 01, 2021

To,

Uppara Hariharan

Dear Uppara Hariharan

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Uppara Hariharan	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Uppara Hariharan, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 950A464F-7E43-424B-B63E-5E9BCB1F732C

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

SURYA

SURYA SOFTWARE SYSTEMS PRIVATE LIMITED
502/A, 1st Main Rd, 8th Block, Jayanagar, Bengaluru, Karnataka 560082
Ph: +91 80 4225 6000 info@surya-soft.com www.surya-soft.com
GST NO : 29AADCS6239FIZ6 CIN : U72200KA1998PTC023808

September 13th, 2021

To,
Mr. Anoop Manikanta Subramani,
90/35, 5th Cross, SG Palya,
Venkateshwara Layout, DRC Post,
Bengaluru - 560029.

Sub: Letter of Intent

Dear Anoop,

Congratulations! We are pleased to make you a provisional offer of appointment as Software Development Engineer - I on the terms and conditions set out below.

Your total cost to company will be INR 7,10,000.

You will be required to do a two-month internship in your final semester . A detailed internship letter will be provided to you shortly, and a detailed appointment letter will be provided to you at the time of your onboarding.

You will be required to present some documents at the time of your onboarding, including but not limited to:

- 2 passport size photographs;
- Certified copy of PAN card along with the original;
- Certified copy of your marks sheet along with the original;
- Certified copy of your degree certificate along with the original;

An exhaustive list of documents will be made available to you prior to the date of your onboarding.

Please note that this offer is provisional and does not constitute a letter of appointment. The company reserves the right to revoke the same should you fail to complete your internship successfully, fail to graduate at the time of the commencement of employment for any reason whatsoever, or for any other reason that the company may see fit.

We look forward to having you join us!

For Surya Software Systems,



Authorized Signatory



Offer Letter

Six Dee Telecom Solutions

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076. INDIA.
Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

KONDURU MADHURI **2/25/2022**
0

kondurumadhuri0@gmail.com

Dear KONDURU MADHURI,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Assisstant Manager - Technical Presales**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

PLACE OF WORK:

Your work location will be **Bangalore** office**.** The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

BENEFITS

A. ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

B. General Mediclaim:

You will be eligible for General Mediclaim Policy starting from the date of joining.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

SEPARATION:

A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

E. Statement of Facts:

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know- how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

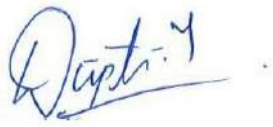
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



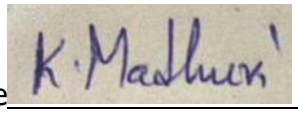
Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, KONDURU MADHURI, s/o/d/o KONDURU MANOHAR RAJU, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature  Date 01/03/2022

(KONDURU MADHURI)



Offer Letter

Six Dee Telecom Solutions

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076. INDIA.
Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

Prajwal Raj T. D **2/25/2022**
9535735584

praju33td@gmail.com

Dear Prajwal Raj T. D,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non−Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Assisstant Manager - Technical Presales**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

PLACE OF WORK:

Your work location will be **Bangalore** office**.** The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

BENEFITS

A. ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

B. General Mediclaim:

You will be eligible for General Mediclaim Policy starting from the date of joining.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

SEPARATION:

A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

E. Statement of Facts:

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know- how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

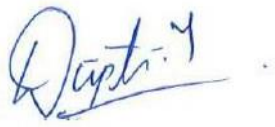
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____

(Prajwal Raj T. D)



To,

Name : Brindan B M

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Brindan B M,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sanjay Rajappa D

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sanjay Rajappa D,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Saransh Oberoi

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Saransh Oberoi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Satnur Akanksha

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Satnur Akanksha,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

ALTIMETRIK™

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Employment Offer



About Us

We deliver outcomes for our clients by rapidly enabling digital business & culture and infuse speed and agility into enterprise technology and connected solutions. We partner with Fortune 500 companies to deliver fast, meaningful outcomes. As practitioners of end-to-end business and technology transformation, we deliver measurable results for clients across financial services, payments, retail, automotive, healthcare, manufacturing, and other industries. Founded in 2012, we have offices across the globe and over 3000 energized employees.

Turnover
$140+ million
& growing

Key Clients

citi · NOVARTIS · DAIMLER · PayPal · VISA · Ford · ancestry

Hindustan Unilever Limited · salesforce · DBS · WESTERN UNION MONEY TRANSFER · Olam · UNIQLO · intuit · mastercard

BNY MELLON · Chobani · stryker · FIS · CVS Health · CENTRAL Garden & Pet · twitter

First Data · S&P Global · TD Ameritrade · Funding Circle · SVB Silicon Valley Bank · KraftHeinz · STATE STREET

Quick Facts

- **4200+ Practitioners World Wide & Growing**
- **Headquartered in Michigan, USA**
- **Development centers in India, US, Uruguay and Poland**
- **Industry Focus**
  - Payments/FinTech
  - Manufacturing/Automotive
  - Healthcare/Life Sciences
  - Retail/CPG

Worldwide Presence



Certifications and Awards

GOLD 2020 STEVIE WINNER AMERICAN BUSINESS AWARDS · CIO 100 HONOREE 2020 · ISO 27001 · PCI DSS · CMMI Level 3

Gartner — Identified by Gartner as vendors to watch for Mobile Application Development & Mobile Application Testing 201

NASSCOM — Influencers of industry 4.0 through Digital India & Engineering R&D council of NASSCOM, Diety & Government of India (GoI)

IDC — Identified as a leading technology solutions provider in the Industrial Interner of Things (IIoT) apace

Corporate plus+ member of National Minority & Supplier Development Council

Top 100 **Best Places to Work** for Women

Top 100 **Best Places to Work** since 2021

Top 25 **Best Places to Work** in IT & IT-BPM

Our Work Culture

ACE is our DNA



Accountability
Of what we do

Customer Centricity
In how we think

Flawless **E**xecution
Is what we deliver

Our Leadership Team



Raj B. Vattikuti
Executive Chairman

Raj Vattikuti, is a philanthropist and successful entrepreneur who founded a string of successful enterprises, including Altimetrik, Covansys, Synova, Vattikuti Ventures, Vattikuti Technologies, and Davinta Technologies.

Through his different ventures, Raj has supported leading global players in healthcare, manufacturing, automotive, retail, travel & hospitality, financial services and is committed to making technology accessible to the less privileged.



Raj Sundaresan
Chief Executive Officer

Raj Sundaresan is a seasoned technology and business leader with extensive experience in cultivating successful product development teams around the globe. At Altimetrik, Raj is responsible for leading and implementing the company's growth strategy.

Prior to Altimetrik, Raj held various leading roles with technology and product teams at Visa, eBay, and PayPal.



Ranga Kanapathy
Head - Global Delivery , India technology Center, APAC Business

As Head of Global Delivery and Engineering, Ranga Kanapathy is focused on engineering rigor and delivery.

Ranga has over two decades of industry experience, previously working for VISA Data Labs as India Head. Prior to VISA Data Labs, Ranga occupied leadership roles at PayPal and Covansys, and cofounded two startups in India that provide technology solutions to large enterprises.



Henk Vlietstra
Chief Operating Officer



Jeffrey Fleischman
Chief Marketing Officer



Anil Somani
Chief Transformation Officer
US West



Manuel Vidal
Head of Uruguay
Technology Center



Krishna Muniramaiah
APAC Head - Human Resources



Jarek Wawro
Head of Engineering and
Poland Technology Center



Uday Deo
Chief Transformation Officer
Midwest and Europe



Omar Arana
Head of Engineering and
Mexico Technology Center



Mohammed Farooqui
Chief Transformation Officer
US East



Bheem Adavikolanu
Chief Transformation Officer
UK, Northern Ireland, and Europe



Hello Balraju H N

Congratulations on your selection at Altimetrik - one of the fastest growing global Digital Technology Company!

I am delighted to extend this offer to you to join our highly energetic and innovative team helping Fortune 100 companies modernize and transform their business.

With our engineering excellence, product mindset, and delivery focus, we have become partners to many marquee global brands. Our results driven philosophy has earned the trust of several new clients, placing us on a promising growth trajectory. Even with the recent global pandemic, we are able to continue a substantial growth rate due to our unfailing delivery commitment to customers while taking utmost care of all our employees.

As a workplace, we take pride in our best-in-class policies and standards, and a hyper-collaborative and innovative work culture. A testimonial to our consistent efforts is that we have been ranked in the Top 100 Best Places to Work by the Great Places to Work Institute for five consecutive years, rising up the ranks. This year, we are extremely proud to be ranked 36th and for being in the Top 50 workplaces club for second consecutive time. In addition we are ranked TOP 25 in the IT&IT-BPM category and in the TOP 100 in the Best Workplaces for Women category

India nests the company's largest Technology Center with over 3000 employees across Chennai, Bengaluru, Pune and Hyderabad, catering to our remarkable client portfolio globally. We enable the growth of our business by cultivating a solutioning mindset that helps our clients achieve relevant business outcomes. Delivery excellence is of utmost importance for us to ensure customer satisfaction. As a people centric organization, we help our employees evolve as practitioners in both their tech and business domains. Our approach posits us as a company to be highly agile in technology adoption and stay ahead in the market.

Innovation and learning are therefore given the highest decree here. If you have the zeal to learn, or an idea you believe in, you will discover the ideal culture to help you realize your passion and follow it.

I am confident you will experience personal growth and value in your career with Altimetrik, and be a prized addition to our team. Hoping to see you soon!

Best regards,

Ranga Kanapathy

10 February 2022

Mr. Balraju H N

E Hosahalli Hoskote Taluk,

Bangalore,

Karnataka - 562129.

E-Mail: balrajuhn799@gmail.com | Mobile: 9964197978

EMPLOYMENT LETTER

Dear Balraju H N ,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of **"Associate Engineer – Product and Platform Engineering"**. Attached are the specific terms and conditions of your employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your employment will be effective on your date of joining, which shall be not be later than **16th August 2022.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **16th August 2022**, this offer for employment will stands withdrawn without any further obligation from our side.

2. **Emoluments:** Your per annum cost to the Company is **INR 5,50,008/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount paid will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager.

3. **Designation:** Company reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy.

4. **Posting and Period of Employment:** Your services are transferable and you may be assigned to any office of the Company or to any subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company, contractors and clients. You will be required to report to any reporting manager at the discretion of the Company. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses: Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent.

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the Company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- In the event of disputed separation, where the client and/or the Company faces any monetary damage due to the separation, the Company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover any amount receivable/recoverable from you including salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter, NDA, policies of the Company or your failure to implement the reasonable business requests or directions of the Company.
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments.
- You will retire from the services of the Company on attaining the age of superannuation 60 years.
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
    together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

21. On the Date of Joining:

a. **Reporting Time**: 09:00am
b. **Reporting Location**: Will be updated 3 weeks before the date of joining
c. Mandatory documents to be submitted is as below:
    i. 3 self-photographs (passport sized, color photos with a white background)
    ii. Originals and 1 set of photocopies of the following documents:
        1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
        2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
        3. If you have stated that you are differently abled in your application to Altimetrik, please bring related certificate as per the prescribed format, duly filed & signed
        4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
        5. Valid Indian Work Permit, if applicable

    iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested) if applicable
        1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
        2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 1,50,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	**Amount**
On completion of 01 month	INR 50,000
On completion of 07 months	INR 50,000
On completion of 13 months	INR 50,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 12 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the Amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

KRISHNA MUNIRAMAIAH

Digitally signed by KRISHNA MUNIRAMAIAH
Date: 2022.02.10 16:04:18 +05'30'

Krishna Muniramaiah

APAC Head- Human Resources

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Printed Name: _____

Date: _____ Date of Joining (if requesting an alternative date): _____

ANNEXURE I

Mr. Balraju H N

	Components	Annual	Monthly
A	Basic Pay	2,10,000.00	17,500.00
B	House Rent Allowance	1,05,000.00	8,750.00
C	Leave Travel Allowance	35,004.00	2,917.00
D	Flexible Benefit Plan	1,30,500.00	10,875.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	21,000.00	1,750.00
	Gross Fixed Pay (A to F)	**5,14,704.00**	**42,892.00**
G	Employer's Contribution to Provident Fund	25,200.00	2,100.00
H	Employer's Contribution to ESI	-	-
I	Gratuity	10,104.00	842.00
	Total Cost to Company (A to I)	**5,50,008.00**	**45,834.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax, Income Tax & Insurance)

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of Basic Salary (Maximum)	To be used for paying house rent
Flexible Benefit Plan (FBP)	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by submitting the FBP declaration form 1) Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	Meal Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965
Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement

<table>
<tr><td></td><td></td><td>The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining.
Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)</td></tr>
<tr><td>Group Term Life Insurance Plan</td><td>3 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of Annual CTC subject to a minimum of INR 20,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.</td></tr>
<tr><td>Group Personal Accident Plan</td><td>2 times of annual CTC subject to min of INR 20,00,000/-</td><td>This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company subject to a minimum of INR 20,00,000/-.</td></tr>
<tr><td>Group Mediclaim Insurance Policy</td><td>Base Sum Insured of INR 3 Lakhs per family, with the option to Top Up in multiples of 1 Lakh up to 7 Lakhs</td><td>Altimetrik provides a Family Floater cover with a Base Sum Insured of INR 3 Lakhs which costs approximately about INR 15,000/- per employee. Employees can cover their family members (Self + Spouse + 2 Kids + Parents/In laws) under this policy, with no additional cost burden on themselves.

Employees will also have the option to Enhance their Sum Insured by paying the applicable Premium. The details of the same is available in the below table:

<table>
<tr><th>Base Sum insured</th><th>Enhancement Sum Insured</th><th>Total Sum Insured</th><th>Annual Premium (Recoverable from employees)</th></tr>
<tr><td>INR 3 Lakhs</td><td>-</td><td>INR 3 Lakhs</td><td>-</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 1 Lakh</td><td>INR 4 Lakhs</td><td>INR 4,206</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 2 Lakhs</td><td>INR 5 Lakhs</td><td>INR 6,308</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9,462</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 4 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10,881</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 5 Lakhs</td><td>INR 8 Lakhs</td><td>INR 12,514</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 6 Lakhs</td><td>INR 9 Lakhs</td><td>INR 14,390</td></tr>
<tr><td>INR 3 Lakhs</td><td>INR 7 Lakhs</td><td>INR 10 Lakhs</td><td>INR 16,549</td></tr>
</table>
In case you fail to opt for any of the above option, you will be enrolled under the default Sum Insured option of 3 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents/in-laws) within 45 days of joining. Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed</td></tr>
</table>

Leave Encashment	Annual Leave Encashment of up to 15 days	Leave balance for the calendar year over and above 30 days (maximum carry forward) and subject to a maximum of 15 days will be encashed at the end of every year. The encashment will be computed on the Monthly Basic Salary of an employee.

April 26, 2022

Mr. Santhosh Kumar

Bangalore

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Santhosh,

Welcome to Amadeus!!

We are very pleased to offer you the position of **Software Engineer 1** at Grade **G7** with Amadeus Software Labs India Private Limited ("Amadeus Labs"). We hope that Amadeus will provide you with a satisfying and challenging work environment along with a successful growth path.

Your annual Gross Fixed Salary will be **INR 10,00,000 (Rupees Ten Lakh(s) Only)** In addition you will be eligible for an Annual Corporate Bonus - Maximum of **INR 85,464 (Rupees Eighty Five Thousand Four Hundred and Sixty Four Only)** subject to the rules of the bonus scheme. A detailed compensation package is enclosed as the "Compensation Letter", which is Annexure 1 to the Employment Agreement attached here to as Exhibit A.

These and other terms and conditions of employment that will affect your employment are contained in Exhibit A. A Checklist of Documents you must bring to work is attached as Exhibit B.

In the event of any termination of employment by the Company for cause (misconduct, or fraudulent, dishonest or undisciplined conduct of the Employee, or insolvency or conviction of the Employee for any offence involving moral turpitude, or breach of any terms of this Agreement or Rules of the Company or other documents or directions of the Company by the Employee, or any unauthorized absence of the Employee from the place of work, or closure of the business of the Company) or if the Employee submits his resignation to the Company for any reason within the first twelve months from the date of joining, then in such event, the Employee will be liable to reimburse any relocation expenses and tax allowances, or payments made in lieu of relocation, incurred or reimbursed by the Company and any loan the Employee may have received from the Company during his/her Employment.

Any repayment by the Employee will be due and payable to the Company or will be deducted from any amounts due to the Employee from the Company, including without limitation any salary, bonuses, vacation or other paid leave, severance or separation pay and expense reimbursements, up to the full amount of the Employee expense owed to the Company, subject to applicable law. If such deduction does not fully satisfy the amount of reimbursement due, you agree to immediately repay the remaining unpaid balance to the Company failing which the Company has the right to withhold the Relieving/Experience letter.

The terms of your engagement shall be governed by the provisions of the Employment Agreement as well as the internal policies, guidelines and regulations of Amadeus as issued and adopted by Amadeus from time to time. Your commencement date as well as the terms of employment may be altered unilaterally, at the management's discretion at any time prior to you joining Amadeus.

We are looking forward to the prospect of a long and productive relationship between you and the Amadeus team. Please advise us of your decision at your earliest convenience and feel free to contact me with any questions that you may have. You are expected to accept this offer and join Amadeus labs on August 10, 2022. This offer will expire if not accepted and joined by August 10, 2022.

Yours sincerely,

For Amadeus Software Labs India Private Limited

_____

Leetha Prajesh
Director- People & Culture
Recruitment and Compensation & Benefits

Encl: Checklist of Documents

Exhibit A

COMPENSATION LETTER

The Employee shall be entitled to receive compensation in accordance with the terms set forth in this Compensation Letter for any and all the services of every nature rendered and to be rendered by the Employee in connection with his employment with the Company as laid down in this Agreement in India. The Employee shall be bound by the terms and conditions set forth in this Agreement.

Name	Santhosh Kumar
Designation	Software Engineer 1
Level	G7
Location	Bangalore

MONTHLY COMPENSATION STRUCTURE	INR
Basic	25000
HRA	10000
Bonus / Ex-gratia (if any) *	1500
Special Allowance	42633
TOTAL BASE SALARY (A)	79133
Provident Fund (Company Contribution)	3000
Gratuity	1200
TOTAL RETIRALS (B)	4200
MONTHLY FIXED SALARY (A+B)	83333
ANNUAL GROSS FIXED SALARY (D)	1000000
ANNUAL BONUS – TARGET (E) **	85464
Total CTC (D+E)	1085464
Additional Benefits (F)	
Relocation Benefits: Applicable for employees relocating from another city to Bangalore. This benefit includes transportation of goods	20000
Insurance Benefit: This benefit is the company contribution towards the Group Mediclaim- INR 5L/ Group Term Life- 2X fixed salary/ Group Personal Accident- 2X fixed salary	21700
Certified Learning Assistance Program Applicable per calendar year upon completion of 6 months in Amadeus Labs towards any number of certifications/subscriptions	50000
Total CTC (D+E+F)	1177164

Leetha Prajesh
Director- People and Culture
Recruitment and Compensation & Benefits

Note: * Bonus and Ex – Gratia, if any – This component will be paid on a quarterly basis and adjusted against any statutory bonus pay out, if applicable Employee contribution towards ESI, if applicable as per government regulations, will be reflected under deductions in the monthly pay-slip.

** Annual Bonus is determined by individual and company performance. The break-up mentioned here constitutes the 'maximum' of individual performance (8%) and 'on target' company performance (4%), the total constituting 12% of annual base salary. The annual bonus component is paid out in April every year for eligible employees.

Exhibit B

CHECKLIST OF DOCUMENTS

Please bring the photocopies of the following documents along with the **ORIGINALS** when you report for work**, which is MANDATORY.**

- 1. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets)
- 2. Four passport size photographs (**only with grey background**).
- 3. Copy of PAN Card
- 4. Aadhar Card
- 5. Permanent address proof- for which you may provide a copy of any one of the below only
    - Aadhar Card
    - Passport
    - Driver’s license

Acknowledged by sahanaramesh2018@gmail.com (Sahana Ramesh on 10/10/2022 5:54:30 PM)

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Sahana Ramesh
#550, 3rd cross thilak nagar,attibele
Attibele
562107
IN

Dear Sahana,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Prod Compliance Sr. Associate** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Oct-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **Prod Compliance Sr. Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**453,100** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer`s and the employee`s provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 With effect from 08/15/2022, this agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:

a) Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;

b) Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.

It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee. You are being offered this position at Job Level 3, which corresponds to a 1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

months' notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

amazon | Development Centre India

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:NANDURI VENKAT SATISH CHANDER
Date: 2022.10.10 20:31:59 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Vignesh Devaraj
5, Vijaya Nilaya, 1st Cross, Rayasandra Main Road,, Rayasandra, Huskur Post, Anekal Taluk
Bangalore
560099
IN

Dear Vignesh,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Prod Compliance Sr. Associate** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **08-Aug-2022**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1 You will be employed in the position of **Prod Compliance Sr. Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**453,100** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer`s and the employee`s provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the second Monday in July of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.

6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

(2) computer code (including source code and object code) or software developed, modified, or used by the Company;

(3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

(5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

(6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

(7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

(8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

(9) the following information which shall hereinafter be referred to as the "Disclosure Information":

(a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

(c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

(d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

(10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

(11) any information received by the Company from third parties, whether or not under obligation of confidentiality;

(12) any information derived from any of the above, including any intellectual property rights attached thereto; and

(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

(2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

(3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

(1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

(2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

(3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

(4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

(5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

14. Termination of Employment

14.1 This agreement will be terminable by either party by giving written notice of a tenure (exclusive of any leaves availed during that period) as determined by the employee's job level at the time of exit - or payment of salary in lieu of such notice period to the other party. Employees exiting at job levels L6 or higher will be subject to two months written notice; employees exiting at job levels L5 or lower will be subject to one month written notice. You are being offered this position at 3, which corresponds to a 1 months' notice period at the time of hiring, but may get changed based on your job level at the time of exit. Amazon India holds the right to accept or deny payment in lieu of the said written notice.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

(i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
(ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
(iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
(iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
(v) are convicted for any offence under any law for the time being in force in any jurisdiction;
(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

amazon | Development Centre India

17. New Hire Background Investigation

17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

18. Foreign Nationals

18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);

19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:SHIVANIREDDY SUNKIREDDY
Date: 2022.07.25 12:49:33 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

Appzera

5-Sep-2022
Bengaluru

To,

Mr. Darshan Gaonkar,
Jogimane Post,
Kodlagadde, Ankola,
Uttara Kannada,
Karnataka - 581314

Offer Letter

Dear **Mr Darshan,**

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Software Developer** at our Bangalore Office on the following terms and conditions:

Appointment
Your date of appointment is effective from the date of joining, which shall be 5**-Sep-2022**

Place/Transfer
Your initial place of work will be at our Bangalore Office. However, your services are transferable to any place in India within the Company or to any of its associates, or sister concerns, or its subsidiary at any place in India, whether existing today or which may come up in future at any time at the sole discretion of the Management.

Duties
A schedule of your broad duties and responsibilities will be given to you in due course. However, the company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company's interests.

Compensation
You compensation will be INR **22,000 per month**

Probation
You will be on probation for two months. You will be confirmed after two months based on your performance.

Appzera

Code of Conduct

1. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly, your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
2. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
3. **Non-Disclosure: You shall not at any time disclose to anyone any information, technical know-how, security arrangements, administration, knowledge, secrets, methods, plan, process etc., pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company**.
4. You shall not pledge the Company's credit and/or make representation unless you are specifically and duly authorised in that behalf.
5. You will abide by the Rules & Regulations / Standing Orders of the Company in force, at present, and as varied from time to time.
6. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change.
7. You will properly account to the company for any goods and/ or money belonging to the company that may come in your hands during the course of your employment.
8. Notwithstanding the other terms set out herein-above this company has absolute right at anytime to terminate your services without any notice or without compensation in lieu of notice for your committing any breach of the terms of this letter of Offer or if you are found guilty of any subordination, insolence, gross negligence of duty, irregularities, fraud, embezzlement, misappropriation or if you indulge in drunkenness, participate in strike or misbehave yourself in any other manner . You are liable to indemnify the company for any loss of damage which the company may suffer on account of your misbehaviour.

Termination

1. After confirmation of your services in the Company, the management reserves the right to terminate your service with one month notice or payment in lieu thereof or without any notice or compensation due to any act of commission or omission on your part which may cause loss or damage to the company.
2. In the event that you want to terminate the employment with the Company, you be will required to give a minimum of two months notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned

Appzera

client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the two-month period. This minimum notice of two months cannot be adjusted with payment in lieu of notice period or adjusted against the Privilege Leave.

Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address, as recorded in the Company.

This Offer and its continuance are subject to your being found and remaining medically fit.

The foregoing constitutes the entire agreement as regards the terms and conditions of your service with the Company and they shall be subject to such modifications and amendments as may be introduced from time to time as per the Company's Rules & Regulations.

This confirmation letter supersedes any past arrangements, agreements – oral & written and understandings if any.

This Offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this Offer, the Management may take such action as it deems fit in its sole discretion, including termination of your employment or any legal action as required.

You are requested to go through this offer letter carefully and return the duplicate copy duly signed to us as a token of having accepted the terms of offer

Sincerely,



Sridhara Seshadri
Director

DocuSign Envelope ID: C0FE73F4-EEAF-4FAB-A158-B4C24B0B1B96

aptean

Aptean India Pvt. Ltd.

Golden Heights, 8th Floor (Level 5), no. ½ 59th C Cross Road, 4th M Block Rajajinagar, Bangalore, Karnataka 560010, India
+91 80 67007000 I CIN U72200KA1998PTC023715 I Aptean.com I Info@Aptean.com

July 29, 2022

Mr. Bandiharlapur BHARGAV
12TH WARD KALYAN NAGAR ,NEAR SAI ENGINEERS,ANJANADRI NILAYA, HOSPETKA, 583201IN.

Subject: Letter of Offer

Dear Bandiharlapur BHARGAV,

It has been our pleasure interacting with you during the interview process and we thank you for the interest you have evinced in Aptean.

We are pleased to offer you the position of **Associate Engineer** with Aptean. While we take into account your interview comments, previous accomplishments and experience, the best possible offer we could provide would be **₹700,000.00/Annually** and other benefits as given below: A detailed employment letter shall be issued to you on the date of joining.

In Process

A - Compensation Structure
Position : Associate Engineer
Date of Joining : September 1, 2022
Location : Bangalore

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	350000
2	House Rent Allowance	Monthly	175000
3	Education Allowance	Monthly	2400
4	Statutory Bonus	Monthly	0
5	Special Allowance	Monthly	101445
6	Leave Travel Allowance	Monthly	29155
7	Provident Fund -company contribution	Monthly	42000
Total Fixed Component			**700000**

In addition to the above, you will also be eligible for gratuity and insurance benefit, details are mentioned as below:

Employee Benefits	Coverage
Group Mediclaim- Reimbursement of hospitalization expenses	Floater benefit - Covers the employee and his/her dependents*. Premium paid by the company. Employee, spouse and children are covered 100% where as parents are covered 80% or up to 2.5L

DocuSign Envelope ID: C0FE73F4-EEAF-4FAB-A158-B4C24B0B1B96

Group Personal Accident Insurance - Reimbursement of hospitalization expenses in case of accidents	Covers the employee only
Term Life Insurance cover	Employee is covered under the Group Term Life Insurance. This coverage is for employee only
Gratuity	As per Gratuity Act

*The dependent family for the purpose of Income Tax is defined as spouse, children & dependent parents. You would declare your dependents at the time of your joining as part of the joining formalities.

We have arrived at a decision of fitment after a careful and fair scrutiny of your performance as against our internal parity and company standards.

This offer is subject to and contingent upon you signing & agreeing to the terms & conditions called out in the Training Agreement, which includes the training costs incurred, & returnable to company, if you resign from the company within **24 months period from joining date**. Training costs with the detailed terms & conditions are mentioned in the training agreement that will be issued to you along with the appointment letter on your joining.

Your Appointment is effective from the date of joining and will be reconfirmed based on your completion of academics year else it will be void. The offer is valid subject to clearing all the semesters by the end of current academic year with no backlogs.

In Process

This offer will be null and void if we do not receive a response from you no later than August 5, 2022.
Look forward to working with you.

Bandiharlapur BHARGAV

Sincerely,



Nicholas Bacon
CHRO

Ready for **What's Next, Now**™



Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Ms. Anupriya A Shetty

Dayananda Sagar University,Benguluru,

Candidate ID: 5964305

Our reference: TN/55672/2022 **Date: 14-May-2022**

Dear **Ms. Anupriya A Shetty,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:42 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Ms.** Anupriya A Shetty		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Dev Biren Shah

Dayananda Sagar University,Benguluru,

Candidate ID: 5964313

Our reference: TN/55708/2022 **Date: 14-May-2022**

Dear **Mr. Dev Biren Shah,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:16:26 IST

Amudha A S
Process Lead
(Human Resources)

<u>This offer letter contains</u>

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Mr.** Dev Biren Shah		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Lohith H

Dayananda Sagar University,Benguluru,

Candidate ID: 5964279

Our reference: TN/55692/2022 **Date: 14-May-2022**

Dear **Mr. Lohith H,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:41 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Mr.** Lohith H		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Ms. Meghana P V N

Dayananda Sagar University,Benguluru,

Candidate ID: 5964309

Our reference: TN/55673/2022 **Date: 14-May-2022**

Dear **Ms. Meghana P V N,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout,Hosur Road, Koramangala, Bengaluru - 560095, India
Managing Director: Mr. Datta Salagame
©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:42 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Ms.** Meghana P V N		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Ms. Nethravathi B

Dayananda Sagar University,Benguluru,

Candidate ID: 5964323

Our reference: TN/55707/2022 **Date: 14-May-2022**

Dear **Ms. Nethravathi B,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:16:26 IST

Amudha A S
Process Lead
(Human Resources)

<u>This offer letter contains</u>

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Ms.** Nethravathi B		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Ms. Nikhita Jalihal

Dayananda Sagar University,Benguluru,

Candidate ID: 5884183

Our reference: TN/55699/2022 **Date: 14-May-2022**

Dear **Ms. Nikhita Jalihal,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout,Hosur Road, Koramangala, Bengaluru - 560095, India
Managing Director: Mr. Datta Salagame
©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:41 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Ms.** Nikhita Jalihal		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

BOSCH

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Puneeth N

Dayananda Sagar University,Benguluru,

Candidate ID: 5964351

Our reference: TN/55693/2022 **Date: 14-May-2022**

Dear **Mr. Puneeth N,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000/-** (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout,Hosur Road, Koramangala, Bengaluru - 560095, India
Managing Director: Mr. Datta Salagame
©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:41 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
   1) Mandatory documents for onboarding process
   2) Information for your reporting
   3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

Name	Signature	Date

Annexure I

Personal and Confidential		
		14-May-2022
Compensation and Benefits Plan		
Name:	**Mr.** Puneeth N	
Qualification:	B.E / B.Tech	
Designation:	Associate Software Engineer	
Level:	50	
Components	**Per Month**	**Per Annum**
	Rs.	**Rs.**
Cash Components		
Basic Salary	15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)	20,586	2,47,038
Gross Salary	**35,586**	**4,27,038**
Retirals / Statutory Contribution		
Company Contribution towards Provident Fund (12% of Basic Salary)	1,800	21,600
Gratuity (4.81% of Basic Salary)*	722	8,658
Total Retirals / Statutory Contribution	**2,522**	**30,258**
Variable Pay**		
Company Performance related Pay - CPrP at factor 1.0 company achievement		**42,704**
Total Cost to Company	**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution		**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company's records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:

    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

"RULES & REGULATIONS OF SERVICE AND CONDUCT".

I agree to abide by the Terms and Conditions contained in the "**RULES & REGULATIONS OF SERVICE AND CONDUCT".**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Ms. Namratha S K

Dayananda Sagar University,Benguluru,

Candidate ID: 5964331

Our reference: TN/55676/2022 **Date: 14-May-2022**

Dear **Ms. Namratha S K,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:42 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Ms.** Namratha S K		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Shrinivas R Harwadekar

Dayananda Sagar University,Benguluru,

Candidate ID: 5964359

Our reference: TN/55712/2022 **Date: 14-May-2022**

Dear **Mr. Shrinivas R Harwadekar,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:16:26 IST

Amudha A S
Process Lead
(Human Resources)

<u>This offer letter contains</u>

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Mr.** Shrinivas R Harwadekar		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Susendra Reddy

Dayananda Sagar University,Benguluru,

Candidate ID: 5964333

Our reference: TN/55678/2022 **Date: 14-May-2022**

Dear **Mr. Susendra Reddy,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:42 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Mr.** Susendra Reddy		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***
Mr. Vasudeva Govind Kulkarni
Dayananda Sagar University,Benguluru,
Candidate ID: 5964353

Our reference: TN/55700/2022 **Date: 14-May-2022**

Dear **Mr. Vasudeva Govind Kulkarni,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:21:41 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			14-May-2022
Compensation and Benefits Plan			
Name:	**Mr.** Vasudeva Govind Kulkarni		
Qualification:	B.E / B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-india-software.com

*** Personal and Confidential ***

Mr. Hrithik B

Dayananda Sagar University,Benguluru,

Candidate ID: 5964365

Our reference: TN/55713/2022 **Date: 14-May-2022**

Dear **Mr. Hrithik B,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, including but not limited to, the education/ experience certificates, medical reports and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Medical fitness

On the day or before the date of joining, you are required to furnish the required Medical fitness certificates to the Company medical doctor as mentioned in the **Enclosure A** appended to this letter.

In case of virtual on boarding, you are required to meet the Company doctor either prior or after the date of joining within 60 days of your joining for obtaining fitness certification.

9. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

10. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Sun, May 15, 2022 16:16:55 IST

Bosch Global Soft. & Technologies Private Limited

Digitally Signed By

Signer: A S Amudha
Date: Sun, May 15, 2022 09:16:26 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Amudha A S
Process Lead
(Human Resources)

<u>This offer letter contains</u>

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting
    3) Medical certificates

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential		
		14-May-2022
Compensation and Benefits Plan		
Name:	**Mr.** Hrithik B	
Qualification:	B.E / B.Tech	
Designation:	Associate Software Engineer	
Level:	50	
Components	**Per Month**	**Per Annum**
	Rs.	**Rs.**
Cash Components		
Basic Salary	15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)	20,586	2,47,038
Gross Salary	**35,586**	**4,27,038**
Retirals / Statutory Contribution		
Company Contribution towards Provident Fund (12% of Basic Salary)	1,800	21,600
Gratuity (4.81% of Basic Salary)*	722	8,658
Total Retirals / Statutory Contribution	**2,522**	**30,258**
Variable Pay**		
Company Performance related Pay - CPrP at factor 1.0 company achievement		**42,704**
Total Cost to Company	**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution		**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company’s premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only
b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft
c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)
d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**
3) **Medical certificates**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) +916366906578 Sathish B (GS/HRS23-IN) +91 4226677602
Virtual on boarding	Skype link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

3) Medical Fitness Certificates

Please submit the following documents in FIRSTSEP TOOL before your joining:

Particulars	Details
Preliminary Medical Check (PMC)	Update by self
Physical Fitness Certificate (PFC)	Consult physician to update the form
Eye Fitness Certificate (EFC)	Consult Ophthalmologist to update the form
Pre-employment check	Consult physician/hospital for specified tests

Following Medical, report should be submitted in Firststep tool (given in the table below) as per the age wise requirements.

Joining Age in years	>20 to 30	>31 to 40	>41 and above
Report/ Medical Tests	1. CBC with ESR 2. PMC- self declaration web application form (ref. first step) 3. Chest X ray PA View 4.PFC-General Physician 5.EFC-Ophthalmologist	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4.PFC-General Physician 5. EFC-Ophthalmologist 6. ECG	1. CBC with ESR, FBS, PPBS, RBS, Serum Creatinine, Lipid Profile, Urine Routine Examination 2. PMC- self 3. Chest X ray PA View 4. PFC- General Physician 5. EFC-Ophthalmologist 6. ECG 7. Echo & TMT

Note: Submission of above documents in FIRSTSTEP TOOL is mandatory before your joining at BOSCH.

Appointment Letter

14-Oct-2022
To,
Mazhar S B
Bangalore
8197315678
mazhar.sb@gameskraft.com

Subject: Appointment Letter

Dear **Mazhar**,

We are very pleased to offer you employment with us as **Graduate Trainee CRM-CT** in our **Business** department based out of Bangalore, with effect from **07-Oct-2022**. You will be subject to the detailed terms that are mentioned in this appointment letter. You will also be governed by the policies, rules, and regulations of the Company, as may be amended, and modified from time to time.

This appointment letter ("**Appointment Letter**") is a legally binding agreement setting out the terms and conditions governing your employment with the Company is made on the date as mentioned hereinabove between KWorks Technologies Private Limited ("**Company**") and **Mazhar** ("**Employee"** or "**Your**"/ "**You**").

Accordingly, please sign and return a copy of this Appointment letter together with the attached Annexures Please initial each page of this letter.

We thank you in advance for your attention and cooperation in completing and returning these documents, as soon as possible.

It is a pleasure to welcome you as a member of our Company. We are confident that your employment with us will prove mutually beneficial and rewarding, and we look forward to having you join us.

The following terms will govern your employment agreement with us:

1. **COMMENCEMENT DATE**

   Your appointment as Company's full-time employee shall be effective from the date of your joining which shall be on or before **07-Oct-2022** and will be used for the purposes of calculating Your period of continuous employment with the Company.

2. **REMUNERATION**

   Your total remuneration & benefit details will be as per **Annexure "C".**

3. **PROBATION**

   The initial **Three (3)** months from the date of your joining will be a "Probation Period (if applicable) during which your suitability for the position that you have been appointed for shall be assessed by the Company. The Company reserves the right to extend your Probation Period if deemed necessary.

4. **RETIREMENT AGE**

   You will be retired from the services of the Company on the last day of the calendar month in which you attain the age of sixty (60) years unless the Company at its sole discretion permits you to continue your services.

5. **TAXATION**

It is your responsibility to meet all requirements under the Indian tax laws, including tax compliance and filing of tax returns. The Company will withhold income tax, profession tax and other statutory deductions as per the applicable laws. Any penalties and or interest due to tax, which is caused by your failure to provide the Company with relevant information or failure to file the tax return, will be your responsibility.

6. **LOCATION OF EMPLOYMENT AND TRANSFER**

During the period of employment with the Company, the Company may at any time, in its sole discretion, with or without notice, change your job title, grading, duties, accountability and reporting line or reassign or transfer you to another role which the Company considers you suitably qualified and experienced to perform, to the extent permitted by local laws. Additionally, the Company has the right to transfer you to any other department of the Company or to any other subsidiary or affiliate or to any other location and the employee hereby consents to such transfer. In such an event, the terms and conditions governing your service shall be those applicable at the location of the transfer or those as applicable to employees of such subsidiary or affiliate as the case may be.

7. **NOTICE PERIOD AND TERMINATION**

7.1 **Notice period during Probation:** During the Probation Period (if applicable), either Party may terminate this Agreement by giving **Fifteen (15)** days' prior written notice in writing or payment in lieu of such notice. Notwithstanding anything contained herein, the Company reserves the right to terminate your employment during the Probation Period (if applicable) without prior written notice in case of occurrence of any event as enumerated below in Clause Termination for Cause of this Appointment Letter.

7.2 **Notice period post completion of Probation:** Post successful completion of your Probation Period and upon confirmation of your permanent stature within the Company and subject to any applicable statutory notice period, the employment hereunder may be terminated by either party at any time, without cause; (other than termination by Company for cause as set out in Clause 8 below) with prior written notice of **Thirty (30)** days in writing or payment in lieu of such notice.

7.3 Provided however that at the Company's sole discretion, it may immediately relieve the Employee from all duties and responsibilities by payment of **Thirty (30)** days' salary in lieu of such notice. All benefits from the Company shall cease upon completion of this notice period.

7.4 However, if you fail to provide the required notice, as stated herein or fail to work through the said notice period and/or co-operate in satisfactory handover of your work, you shall not be entitled for pay equivalent to notice period. These provisions shall not prevent the summary termination of employment based on management policy and procedure.

7.5 **Termination for cause:** The Company may terminate your employment without any prior written notice, without any payment on occurrence of any of the following event(s). The following is a non-exhaustive list of situations Any delay by the Company in exercising such right of termination without notice shall not constitute a waiver thereof.

- If found to be guilty of any act of dishonesty or serious misconduct; Therefore not in comply to conduct of the business of the Company comply with the laws and regulations of the jurisdictions in which the Company does business.
- Any act which in brings you, the Company or any group company, affiliate or subsidiary of the Company into disrepute;
- If the Employee is prevented by applicable law or regulation from performing any material part of his/her duties;
- If the Employee is convicted of any criminal offence or is The Employee is expelled, suspended or subject to any serious disciplinary action by a relevant professional body or ceases to meet the

requirements of any regulatory body or statutory authority as a result of which the Employee is no longer able to perform all or any of the duties under this appointment letter;

- In case of any misrepresentation, false statements or omitted any material facts in connection with your employment and failure to clear background & previous employment(s) verification and medical checks (if required).
- In case of unsatisfactory or poor performance; or any serious breach or any repeated or continued material breach of any Company Policies or any obligations owed towards the Company in lieu of your Employment Letter and towards the interest of the company.
- In the event of termination, the Employee shall not be entitled to any benefits, damages, award or compensation, other than as expressly provided in this Appointment Letter

Please note that the Management's decision on any such issue shall be final and you shall be bound to abide by the same.

7.6 **Garden Leave & Suspension**: The Company, at its sole discretion, shall be entitled to place the Employee on garden leave, require the Employee to refrain from active duty and/or suspend the Employee (with pay) at any time, to the extent permitted by applicable law. The Company shall be entitled to place the Employee on garden leave during the period of notice set out in Clause 7, whether given by the Company or by the Employee. The Company may require the Employee to take any accrued but untaken annual leave during the notice/garden leave period, to the extent permitted by applicable law. During such garden leave period,

(a) unless specifically requested by the Company, the Employee will not undertake any works for a third party, whether paid or unpaid, and whether as an employee or otherwise for the Company;
(b) unless specifically requested by the Company, the Employee will not enter or attend the premises of the Company;
(c) unless specifically requested by the Company, the Employee will not contact or communicate with any client, employee, agent, representative or supplier or consultant, director of the Company; and
(d) if specifically requested by the Company, the Employee will deliver to the Company any property in Employee's possession, custody or under the Employee's control, including without limitation, any laptop, computer, security pass, keys, minutes, noted, plans, reports, sketches, notes, correspondence and all other Confidential Information;
(e) usage of access card/identity card and official email address by the Employee and systems access may either be revoked or restricted depending on the business requirements of the Company;
(f) signing authority or power of attorney issued (if any) in the name of the Employee shall be revoked; and
(g) the Employee will continue to be engaged under the terms of this Appointment Letter until the date specified by the Company in the termination notice, provided such date shall exceed the notice period set out in Clause 7.2 of the Appointment Letter.

8. **CONSEQUENCE UPON TERMINATION**

In furtherance to clause 8 of this Agreement, during the notice period/garden leave period (if any) and upon termination of employment for any reason whatsoever, the Employee shall provide all reasonable assistance as may be requested by the Company for finalisation of his/her duties and ensure a proper handover. Following notice of /or upon termination of the Employee's employment with the Company, the Employee shall return to the Company any and all papers, cheques/ cash, work / role related materials, designs, and any other material on any media containing or disclosing any Confidential Information (as defined in Annexure A) that is in your possession or under your control which relates to your employment in any manner. You shall also return any and all assets belonging to the Company in your possession including without limitation laptop, phone or any other electronic

products, keys, identification cards or other property belonging to the Company or any customers of the Company or leased/rented by the Company from third parties.

Your full and final settlement shall be subject to you returning the Company's, group companies' and/or its affiliate's properties lying with you, if any.

9. **HEALTH AND SAFETY ISSUES**

The Company intends to provide a pleasant and healthy work environment. As an employee of the Company, you will be expected to ensure that safety precautions are taken. Smoking is not allowed on the Company's work premises. The use of illegal drugs is forbidden. The Employee shall follow all the regulations/policies as may be specified by the Company from time to time in relation to matters hereto.

10. **OTHER EMPLOYMENT AND ASSIGNMENT**

10.1 You will not take up any employment or assignment with, or remuneration or honorarium from any other organization, body or person, or perform any services or activities for any third parties without the consent of the Company in writing during the tenure of your employment with the Company. Any outside activities that are unpaid and could give rise to an actual or perceived conflict must be approved in advance and in writing by the Company. It is hereby clarified that in cases where the Employee is or are associated with competitors, suppliers or contractors or where the Employee has a financial interest in companies that act as suppliers or providers to the Company could be instances of conflict of interest

This Appointment Letter is personal to you, and you shall not assign any rights and obligations to any third party in any manner whatsoever. The failure/silence of the Company at any time to insist on performance of any obligation under this Appointment Letter shall not be treated as a waiver of its rights.

11. **RESTRICTIVE COVENANTS**

11.1 You will be required to sign a Protection of Proprietary Interest Agreement ("**PPIA**"), as a condition of your employment. Any violation of the PPIA during your employment will be a breach of the terms of your employment and will give the Company the right to claim indemnity against such breach and take any such actions as may be deemed fit by the Company.

12. **POLICIES & PROCEDURES**

While in the employment of the Company, You will be governed by the Company's policies and processes currently in existence, and those, which may be introduced from time to time hereafter to address changing circumstances and to laws, which may be applicable. All policies and procedures of the Company including any modifications thereof shall be deemed to be read, understood and accepted by You. Any act in violation of the policies and procedures of the Company will be deemed to be the breach of this Appointment Letter.

13. **GOVERNING LAW**

This Appointment Letter is governed by and shall be construed and interpreted in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the courts of Bangalore.

14. **PERSONAL DATA**

14.1 You agree that the Company may during the term of this Appointment Letter hold, process and disclose any personal data (including which may be deemed sensitive personal data), which it may lawfully obtain about the Employee for the purpose of complying with its legal obligations in its

capacity as an employer or otherwise for the employee management including without limitation the assessment of suitability during recruitment, project management reporting and forecasting and the administration of employee benefits, and for the purposes of providing references and information to future employers, and if necessary, to governmental, quasi-governmental and regulatory bodies and for the general business purposes of the Company.

14.2 You understands and agrees that following the termination of employment, the Company may also hold, process and disclose such personal data for the purposes of providing references and information to governmental, quasi-governmental and regulatory bodies.

15. **YOUR UNDERTAKINGS**

15.1 During the period of Your employment with the Company, You shall neither give nor accept any gifts or favors from any source/entity and shall at all time comply with the applicable laws in relation to anti-bribery and anti-corruption. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, vendors, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of Company's dealings with them. Any violation to the prescribed code of conduct of the Company will be viewed very seriously and will be considered a breach of contract.

15.2 The Company prides itself as a Company with highest order of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company, it is important that you fully understand this philosophy and the policies governing it. You shall maintain utmost discipline and good conduct in your dealing with your colleagues, customers etc., The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company's property, theft, cheating or any such act of any individual or body of individuals.

15.3 You shall, at all times while at the Company's premises undertake to:

- Act diligently, ethically, soberly and honestly; shall not consume or be under the influence of alcohol or use any drug, unless prescribed by a medical practitioner or lawfully available without prescription and used in accordance with directions;
- Comply with all occupational health or safety policies of the Company including (but not limited to) those relating to a smoke free environment;
- Comply with all procedures, rules, regulations, code of conduct, and lawful directions of the Company in respect of the use of its premises, equipment, business ethics or methodology or contact with the staff or customers;
- To devote your focused attention, knowledge and skill exclusively to pursue the business and interests of the Company; Shall not engage or involve in any business apart from the provision of the Services whilst on the Company's premises or otherwise performing the Services;
- Not to commit any criminal offence and not otherwise breach any law or regulation which could adversely affect the interests of the Company or the provisions of the Services;
- Not to sexually harass any person;
- Unlawfully engage in discriminatory behaviour;
- Carry and display at all times, the appropriate company identification;
- Not otherwise act in any manner which could disrupt or adversely affect the Company's business reputation, interests or goodwill;
- To abide by all the existing and/or future rules, regulations, policies of the Company and all amendment or modification thereto shall be binding on you.

16. **PROOF OF DOCUMENTS**

You are required to present the proof of academic, certifications, experience & other qualifications. If any documentary proof is not genuine or any information supplied by you is incorrect this could result in summary termination of your employment.

17. **AMENDMENTS AND MODIFICATIONS**

The Company shall be free to modify the terms of this Appointment Letter and notify you of the same and such amendments shall be binding on you.

18. **SEVERABILITY**

If one or more provisions of this Appointment Letter are held to be unenforceable under applicable law, the Parties agree to renegotiate such provision in good faith. In the event the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (i) such provision shall be excluded from this Appointment Letter (ii) the balance of the Appointment Letter shall be interpreted as if such provision were so excluded and (iii) the balance of the Appointment Letter shall be enforceable in accordance with its terms. However, if such provision would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Appointment Letter valid and effective. In the event such amendment cannot be carried out, such provision will be excluded, and the balance of the Appointment Letter shall be enforceable in accordance with its terms. Provided, however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Appointment Letter were limited, the original restrictions would stand renewed and be effective to their original.

19. **ENTIRE AGREEMENT**

This Appointment Letter read with the Annexures (and PPIA) contains the entire agreement and understanding between the Employee and the Company and supersedes any previous agreement and arrangements, whether oral, written or implied, relating to your employment with the Company. In the event of any conflict between the terms of this Appointment Letter and any other document purporting to relate to the employment of the Employee, the terms of this Appointment Letter will prevail. For the avoidance of doubt, this Appointment Letter does not supersede any restrictive covenants agreement that the Employee may enter with the Company.

Please signify your acceptance of the conditions by signing in the space provided and returning to us the attached copy of this letter. We welcome you to KWorks Technologies Private Limited and wish you a long and happy work association.

Yours sincerely

For KWorks Technologies Pvt Ltd



Nitin Nahata

Chief Human Resource Officer

ACCEPTANCE OF THE APPOINTMENT LETTER

I,**Mazhar**, have read, understood and hereby confirm the acceptance of the foregoing conditions as well as all the policies and procedures of the Company as mentioned in the document including annexures.

SIGN: **DATE:**

ANNEXURE - B

DECLARATION OF INTERESTS

I, **Mazhar,** hereby declare that I and members of my family have direct or indirect interests in the under mentioned companies and firms as shown:

NAME OF COMPANY	NATURE OF BUSINESS	NATURE AND EXTENT OF INTEREST

I undertake not to take part in any transaction or any proposed transaction between KWorks Technologies Private Limited and any company or firm in which I or any member of my family has an interest without having declared such interest and having been specifically authorized by my immediate superior to do so.

NAME : Mazhar

SIGN: **DATE:**

NOTE : Interests of less than 5 percent of the issued capital of listed companies need not be declared.

ANNEXURE – C: COMPENSATION STRUCTURE

CTC Break Up table

Compensation breakup		
Salary Components	Annual	Monthly
Basic Pay	340,000	28,333
House Rent Allowance	170,000	14,167
Gross salary	510,000	42,500
Flexi Benefits*	318,400	26,533
Base Salary	828,400	69,033
Company contribution to Provident Fund	21,600	1,800
CTC (INR)	850,000	70,833

*Flexi Benefits include the option to choose tax saving benefits like Mobile Bill reimbursement, Books and Periodicals reimbursement, etc.
All other terms and conditions of the employment remain unchanged.

Benefits:

Employees are eligible for benefits in addition to the compensation specified above. These are subjected to changes as per company policy, issued from time to time.

- Gratuity (As per Payment of Gratuity Act, 1972)*

Deductions:

- All Salary payments are subjected to TDS under Income Tax Act, 1961, as applicable.
- All salary payments are subject to applicable Labour Laws Viz, The Employees Provident Funds and Miscellaneous Provisions Act 1952, The Shops and Establishment Act, Labour Welfare Fund Act, Employees State Insurance Act 1948 and other laws as applicable

NAME: Mazhar

SIGN: **DATE:**

Bosch Global Software Technologies Private Limited, 123 industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Tel: +91 80 6657 5757 Fax. +91 80 6657 1404 CIN: U72400KA1997PTC023164 www.bosch-softwaretechnologies.com

*** Personal and Confidential ***
Ms. Jennifer Kumar
Dayananda Sagar University,Candidate Id: 7104987,

Our reference: TN/64759/2022 **Date: 16-Aug-2022**

Dear **Ms. Jennifer Kumar,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. **Compensation**
   a. Your annual CTC (Cost to Company) will be Rs.**5,00,000**/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I.**
   b. Please refer to **Annexure I** to know more details about your compensation package.
   c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. **Retirement**

You will retire from the services of the company on attaining the age of retirement.The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

©Robert Bosch Engineering and Business Solutions Private Limited reserves all rights even in the event of industrial property. We reserve all rights of disposed such as copying and passing on to third parties.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II.**

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, but not limited to the education/ experience certificates and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our **"Bangalore/Coimbatore/Hyderabad/ Pune"** location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

9. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

Signer: GANESAN SENTHILKUMAR
Date: Tue, Aug 16, 2022 19:11:39 IST

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Tue, Aug 16, 2022 14:11:39 IST

Amudha A S
Process Lead
(Human Resources)

This offer letter contains

A. Annexure I – Compensation details
B. Annexure II - Rules and Regulations & Code of Conduct
C. Enclosure A
    1) Mandatory documents for onboarding process
    2) Information for your reporting

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

_____	_____	_____
Name	Signature	Date

Annexure I

Personal and Confidential			
			16-Aug-2022
Compensation and Benefits Plan			
Name:	**Ms.** Jennifer Kumar		
Qualification:	B.E/B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		20,586	2,47,038
Gross Salary		**35,586**	**4,27,038**
Retirals / Statutory Contribution			
Company Contribution towards Provident Fund (12% of Basic Salary)		1,800	21,600
Gratuity (4.81% of Basic Salary)*		722	8,658
Total Retirals / Statutory Contribution		**2,522**	**30,258**
Variable Pay**			
Company Performance related Pay - CPrP at factor 1.0 company achievement			**42,704**
Total Cost to Company		**38,108**	**5,00,000**
National Pension System (NPS) Optional - Company Contribution			**13,200**

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.

b) In case you are "working from home", the guidelines for this process will be binding on you.

c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.

d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.

e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition

b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times

c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company

d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.

e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

1) Unauthorized leave for more than seven (7) days
2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. Incase if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company’s records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.

b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only

b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft

c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras,
Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)

d) Not access, download, upload, store, send, forward, distribute, post:
    1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization

e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.

f) Not install unauthorized / pirated software on any part of Bosch's Information System.

g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.

h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').

i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)

j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).

k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:

Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT”.**

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIEMENTS AND DOCUMENTS

Enclosures A:

1) **Mandatory documents for onboarding process**
2) **Information for your reporting**

Please carry the following documents on the day of your joining:

1) **Originals** of following **mandatory** documents for **verification process**

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory)

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. **Cob :** Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) Manojkumar Devaraj (GS/HRS13-IN)
Virtual on boarding	"Skype/MS Teams" link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

Offer Letter

Date : Friday, July 8, 2022

Dear **Arjun H n**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Faculty - Tutoring** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company'') in the **Academics - BTC** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Friday, July 15, 2022**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Friday, July 15, 2022** , the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process*. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Faculty - Tutoring
Department	Academics - BTC
Employment Type	Regular
Work Location	IBC Knowledge Park, Bangalore

Fixed Compensation: ₹ 600000
Variable Compensation: ₹ 0
Total Annual Cost to Company : ₹ 600000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Friday, July 15, 2022, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R
Head – Human Resources

Annexure - A

Compensation Details	
Name	Arjun H n
Designation	Faculty - Tutoring
Date Of Joining	Friday, July 15, 2022
Annual Cost To Company(CTC)	₹ 600000
Fixed Compensation	₹ 600000
Variable Compensation	₹ 0
Earnings	
Component Category	**Annual**
Basic Pay	₹300,000.00
House Rent Allowance	₹150,000.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹84,000.00
Adhoc Allowances*	₹44,400.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹0.00
Annual Earnings (Fixed CTC - Company PF & ESIC Contribution)	₹578,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)**	₹556,800.00

**Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details*
***Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.*
****PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.*

Bonuses (As Applicable)

Joining Bonus : ₹ 0 **Retention Bonus** : ₹ 0 **Relocation Bonus** : ₹ 0

Key Points

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances

- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.
This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.
This clause is applicable only if the Retention Bonus component in the above structure is non-zero.

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.
This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 60 days. You are also at liberty to resign from the services of the Company by giving 60 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 60 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 60 days of notice in writing, or by payment of 60 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 60 days of notice in writing or 60 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of

Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242657

Letter of Intent ("LOI")

Dear Murali Mohan S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Murali Mohan S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1245905

Letter of Intent ("LOI")

Dear Dharshan M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1245905**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1245905**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1245905**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Dharshan M
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Cognizant

24-Mar-2021

Dear M SHREYAS GOWDA,
B.Tech/B.E., Computer Science and Engineering
Dayanada Sagar College of Engineering, Bangalore

Candidate ID – **15032317**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant'scontribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company'sonline portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant'scalendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – **Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: M SHREYAS GOWDA

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees'Compensation Insurance benefit as per the Employees'Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant'spayroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Cognizant

24-Mar-2021

Dear Rohith R,
B.Tech/B.E., Computer Science and Engineering
Dayanada Sagar College of Engineering, Bangalore

Candidate ID – **15032317**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant'scontribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company'sonline portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant'scalendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – **Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Rohith R

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees'Compensation Insurance benefit as per the Employees'Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant'spayroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

EMPLOYMENT OFFER LETTER

Capgemini Engineering Ref: 6347504/1368631,

09/09/2022,
Prajwal P S.

#78, Velappa Nilayam Behind Chinmaya Vidya Mandir School, Somasundara palya, HSR Layout Sector-2
Bangalore, Karnataka
India.

Confidential

Dear Prajwal P S,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Aricent Technologies (Holdings) Limited** (**'Capgemini Engineering'** or **'Company'**) starting from **09/13/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate I/A4**.

B) You will be required to work at the Company's offices in **CGE_Bangalore**.

C) You have to report by 9:00 am at **CGE_Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
#18/1, Outer Ring road, Panathur Post,
Bangalore, India 560 103

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini Engineering & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to companybasis) will be **INR 300,002.00 (Rupees Three Lakh and Two only only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 450,002.00 (Rupees Four Lakhs Fifty Thousand and two only)**. Please refer Annexure -B for details. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

ANNEXURE - A

Associate I

Total Cost to Company (CTC). **Rs.300,002.00**

Monthly Components	**Per Month**	**Annualized**
Basic	**Rs.15,000.00**	**Rs.180,000.00**
House Rent Allowance	**Rs.3,265.00**	**Rs.39,180.00**
Advance Statutory Bonus	**Rs.3,149.00**	**Rs.37,788.00**
Gross monthly salary	**Rs.21,414.00**	**Rs.256,968.00**
Statutory payments ++		
Company's contribution to PF *	**Rs.1,800.00**	**Rs.21,600.00**
Gratuity (accrual only)		**Rs.10,224.00**
Total Fixed Compensation		**Rs.288,792.00**
Total Cash Compensation		**Rs.288,792.00**
Benefits		
Medical, Accident & Life Insurance Premium		**Rs.11,210.00**
Total Cost to Company		**Rs. 300,002.00**

ANNEXURE - B

Associate I

Total Cost to Company (CTC). **Rs.450,002.00**

Monthly Components	**Per Month**	**Annualized**
Basic	**Rs.15,000.00**	**Rs.1,80,000.00**
House Rent Allowance	**Rs.9,000.00**	**Rs.108,000.00**
Other Allowances and Reimbursements – 1 #	**Rs.3,908.00**	**Rs.46,896.00**
Other Allowances and Reimbursements – 2 +	**Rs.2,857.00**	**Rs.34,284.00**
Advance Statutory Bonus	**Rs.3,149.00**	**Rs.37,788.00**
Gross monthly salary	**Rs.33,914.00**	**Rs.406,968.00**
Statutory payments ++		
Company's contribution to PF *	**Rs.1,800.00**	**Rs.21,600.00**
Gratuity (accrual only)		**Rs.10,224.00**
Total Fixed Compensation		**Rs.438,792.00**
Total Cash Compensation		**Rs.438,792.00**
Medical, Accident & Life Insurance Premium		**Rs.11210.00**
Total Cost to Company		**Rs.450,002.00**

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	**Annualized**
Remote Working Allowance	**19,800.00**
Books and Journals	**24,000.00**
Professional Pursuit	**180,000.00**
Conveyance Allowance	**63,600.00**

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	**Annualized**
Leave Travel Assistance	**60,000.00**
Meal Card	**26,400.00**
Vehicle & Driver Reimbursement	**21,600.00**

Note:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

+ This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Aricent Technologies (Holdings) Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payouts:

- **Special Incentive:** You shall be eligible for one-time incentive of **INR 25,000.00/- (Rupees Twenty Five Thousand Only)**. post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

   a. You will submit relevant documents as mandated by the Company.

   b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.

   c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.

   d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

   e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

   f. You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini Engineering).

   g. Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and

   h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

   i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

      a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 11/12/2022(for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

      b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company

      c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 36 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.

   j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.

   k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini Engineering, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini Engineering values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Aricent Technologies (Holdings) Limited



Chandra Reddy K

Managing Director

ER&D GBL India

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Aricent Technologies (Holdings) Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

_____

Name: **Prajwal P S**

Date: **09/09/2022**

EXHIBIT 1

Terms & Conditions of Employment with Aricent Technologies (Holdings) Limited

1. CURRENT WORK LOCATION:

1.1 Aricent Technologies (Holdings) Limited (**"Capgemini Engineering"** or **"Company"**) may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely toincur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.

c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini Engineering prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini Engineering entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini Engineering and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a) you are legally permitted to reside and be employed in India.

b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.

c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.

d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.

e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.

d) prevent the unauthorized use, dissemination or publication of such Confidential Information.

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.

f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter.

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini Engineering's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini Engineering, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini Engineering group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Delhi in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini Engineering. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Delhi only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____ _____residing at _____ _____, do hereby provide my express consent to my employer, Aricent Technologies (Holdings) Limited having its registered office at 5,Jain Mandir Marg(Annexe),Connaught Place,New Delhi 110001,India, CIN:U72100DL2006PLC149728 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
   a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
   b) payroll processing agencies for processing my payroll (including reimbursement claims),
   c) law enforcement agencies,
   d) to comply with a judicial/quasi-judicial order,
   e) auditor (including internal auditors, statutory auditors or Capgemini Engineering clients or their auditor) for the purpose of audit,
   f) insurance companies for the purpose of group insurance, personal accident insurance etc.
   g) service providers providing services for biometric access to office premises for monitoring attendance,
   h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
   a.) affiliates of the Company for administrative purposes and/or audit;
   b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Delhi shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

ANNEXURE I (A)

Joining Documents

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

I. **Academic qualification (Highest qualification as applicable):**

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

II. Employment experience related documents(As applicable):

a. Current Employer
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employer(s)

- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s)

III. Mandatory Documents

- UAN card copy with KYC as “YES” (not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

IV. Proof of Identity (Any two):

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini Engineering adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

***** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked *****

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered**.
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini Engineering may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2022. All rights reserved by Capgemini Engineering.

Chaitanya India Fin Credit Private Limited

Ref.No: COHR/HO/0128/21-22 Date:22nd Mar 2022

To,
Aravind S,
#85/1, Fort Street, Near Nanjundeswara temple,
Attibele, Aneka, Bangalore Karnataka 562107.

OFFER LETTER

Dear **Mr. Aravind S,**

Congratulations!!

With reference to the discussions, you had with us, we are pleased to offer you the position of **Management Trainee** at Chaitanya India Fin Credit Pvt. Ltd.

This Offer letter is valid till **16th Aug 2022**, and you are expected to join us on or before this date.

You will be paid a gross salary of **Rs. 30000**/- (Rupees Thirty Thousand Only) per month which is subject to statutory deductions. In addition, you will be entitled for performance incentives and other benefits as per the policies of the company in force.

If you choose to accept this offer letter, please take a print of this letter, sign the acknowledgment and send it via email to us.

This offer is subject to a satisfactory background verification report, the offer letter will be deemed cancel in case of any discrepancy.

Note: - Offer letter is valid for 2days, if not accepted within will be deemed as null & Void.

Thanking You
For Chaitanya India Fin Credit Pvt. Ltd.

CHAITANYA INDIA FIN CREDIT PVT. LTD. H.R.D.

Gaurav Pathak
Head HR

Chaitanya India Fin Credit Private Limited

Annexure – A
Compensation and Benefits Summary

Employee Name: Aravind S **Date**: 22nd Mar 2022
Designation: Management Trainee

Salary Head	Monthly INR
Basic @ 50% of Monthly Fixed Gross	21100
HRA @ 40% of Fixed Basic	8440
Flexible Allowance	460
Total Fixed Monthly Gross	**30000**
Provident Fund (Employer Contribution)	1950
Gratuity (4.81% of Gross Basic)	1014
Insurance (Mediclaim + Personal Accident)	700
Total Monthly Fixed Compensation	**33664**

Note: Over and above the fixed CTC you are eligible to get the annual individual performance variable of worth Rs.60000, please note this performance variable may vary subject to your performance as well as company performance.

Insurance Benefits and other benefits shall be provided to candidate, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including, but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible team members.
Notwithstanding anything herein, Chaitanya India may at its sole discretion amend or repeal discretionary benefits without giving any notice to team members. It is hereby declared that benefits provided to candidate (except Total fixed Compensation) are not the consideration of the employment. Structure of the total fixed gross may very as per the internal policy. Currently, Insurance Benefits are as under:

- Group Medical Insurance = INR 3,00,000 for all Team Members (Coverage for Team member, Spouse and Children)
- Parental Medical insurance limit would be INR 500,000. Opting Parental will be an additional cost and will cover either one or both parents
- Personal Accident Cover as per the grade.
- Please note that the above-mentioned sum towards the Variable Performance Pay ("VPP") is not an entitlement but a discretionary pay out and therefore, an indicative number, which will vary from year to year based on your performance and the performance of the Company and parent company. This variation will also impact the Total Cost to Company and the figure will change accordingly. You may further note that payout of VPP shall be on pro-rata basis for partial year worked.
- The Variable Performance Pay (VPP) mentioned in the offer is only an indicative number. The actual VPP pay-out is subject to change basis several factors, and shall be decided by Chaitanya. In order to be eligible for VPP payout, you should be employed for more than 6 (six) months of the performance period. Team members that are no longer on company payroll or are serving notice period as on the VPP payout date will not be eligible for the VPP payout.

Acknowledgment:
I, **Aravind S** accept this offer letter. I will join Chaitanya India Fin Credit Pvt. Ltd. On **16-8-2022** (specify date)

Signature

23-3-2022
Date

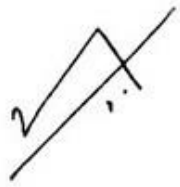
Chegg

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Aarthi.P.S is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

For Chegg India Private Limited



Authorised Signatory

Date: 10-Jun-2022
Serial number: 2022/46910

This is a system-generated document with a scanned signature by an authorized signatory, so it does not require Company Seal

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Aarthi.P.S is active on our Company portal as a freelance independent contractor as per the terms of the Engagement dated 05-Apr-2022 and continues to be engaged till the date mentioned herein below.

We appreciate his/her work as the Subject Matter Expert in Computer Science

Date: 21-Jul-2022
Serial number: 2022/57924

This is an auto-generated certificate and does not require any signature/company seal

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

Jun 30, 2022

To,
Chidrup Y
Hosakoppa , Muthinkoppa (P) , Narashimharajapura (T) , Chickmagalur (D), Karnataka . 577134

Dear Chidrup,
Welcome to CitiusTech!

It gives me tremendous pleasure to extend our offer of employment to have you join CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) ("CitiusTech") as a **Trainee - Software Engineer - Training from 11-Jul-2022.** I am confident that you will have a fulfilling and rewarding career at CitiusTech.

At CitiusTech, you will be a part of our IT solutions group. This group consists of individuals of the highest caliber / experience / qualification. Members of this group are drawn from the best of educational institutions from India and abroad and leading Indian and global IT services companies. As part of this group, you will continue to have the opportunities to work on cutting edge software technologies, while also developing a broad knowledge of healthcare workflows. In addition, CitiusTech will also present opportunities for personal development through our multi-faceted training programs, interest groups, leadership development programs, and end-client engagement.

As we have discussed, your compensation will be **Rs.5.50 lakhs** per annum - **Rs. 5.50 lakhs** as fixed (payable monthly). The fixed amount includes **Rs.0.39 lakhs** per annum of retention pay, payable monthly. (Retention is part of salary structure for the first two years of employment).

In addition to the above, if the employee resigns from and/or leaves the services of CitiusTech for any reason before the completion of thirty months from the date of Joining, then the employee shall pay CitiusTech a sum of **Rs.1.50** lakhs in consideration of the training that has been provided by CitiusTech and the remuneration drawn by the employee during the training period. The document for the same will be executed at the time of joining.

Along with the above, we will execute an appointment letter as well as a standard non-disclosure agreement. Copies of these are available for your perusal. Once again, we welcome you to CitiusTech and to the dynamic world of healthcare software and technology. Kindly note that this offer is contingent upon successful completion of a background check, including a check of your employment references.

With best wishes,



For CitiusTech Healthcare Technology Private Limited
(formerly Citius IT Solutions Private Limited)
Authorized Signatory



Accepted & Confirmed

Date: Jun 30, 2022

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

CitiusTech

CitiusTech Healthcare Technology Private Limited

Salary Structure

Name of Employee: Chidrup Y
Effective Date: Jul 11, 2022

A STRUCTURE

Details	Rs per month	Rs per annum
Basic	22000	264000
Company contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Total Fixed Pay	**45833**	**550000**
Total cost to Company	**45833**	**5,50,000**

B NOTES

1. Retention pay is part of salary structure for the first two years of employment
2. Flexi basket will be made available on the ESS portal post joining of employee
3. Flexi basket components - Conveyance, Medical Allowance, LTA, Food coupons, NPS
4. Balance amount (out of flexi declaration) will be considered as "HRA"

C TAKE HOME PAY

Components	Rs per month	Rs per annum
Basic	22000	264000
Company Contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Gross Earnings (Fixed Pay)	**45833**	**550000**
Gross Earnings	**45833**	**5,50,000**

Less : Deductions

Professional tax	200	2400
Provident fund- Employees Contribution	2640	31680
Provident fund- Employers Contribution	2640	31680
Total Deductions before TDS	**5480**	**65760**

Net earnings before TDS	**40353**	**484240**



T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

Jul 11, 2022

To,
Kalavara Anil
#1484 D/NO: 1 RAHJIV GANDHI NAGAR ,23RD CROSS HSR 7TH SECTOR

Dear Kalavara,
Welcome to CitiusTech!
It gives me tremendous pleasure to extend our offer of employment to have you join CitiusTech Healthcare Technology Private Limited (formerly Citius IT Solutions Private Limited) ("CitiusTech") as a **Trainee - Software Engineer - Training from 11-Jul-2022.** I am confident that you will have a fulfilling and rewarding career at CitiusTech.

At CitiusTech, you will be a part of our IT solutions group. This group consists of individuals of the highest caliber / experience / qualification. Members of this group are drawn from the best of educational institutions from India and abroad and leading Indian and global IT services companies. As part of this group, you will continue to have the opportunities to work on cutting edge software technologies, while also developing a broad knowledge of healthcare workflows. In addition, CitiusTech will also present opportunities for personal development through our multi-faceted training programs, interest groups, leadership development programs, and end-client engagement.

As we have discussed, your compensation will be **Rs.5.50 lakhs** per annum - **Rs. 5.50 lakhs** as fixed (payable monthly). The fixed amount includes **Rs.0.39 lakhs** per annum of retention pay, payable monthly. (Retention is part of salary structure for the first two years of employment).

In addition to the above, if the employee resigns from and/or leaves the services of CitiusTech for any reason before the completion of thirty months from the date of Joining, then the employee shall pay CitiusTech a sum of **Rs.1.50** lakhs in consideration of the training that has been provided by CitiusTech and the remuneration drawn by the employee during the training period. The document for the same will be executed at the time of joining.

Along with the above, we will execute an appointment letter as well as a standard non-disclosure agreement. Copies of these are available for your perusal. Once again, we welcome you to CitiusTech and to the dynamic world of healthcare software and technology. Kindly note that this offer is contingent upon successful completion of a background check, including a check of your employment references.

With best wishes,



For CitiusTech Healthcare Technology Private Limited
(formerly Citius IT Solutions Private Limited)
Authorized Signatory

Accepted & Confirmed

Date: Jul 11, 2022

T: +91-22-6153-6000
F: +91-22-6153-6001
E: info@citiustech.com
U: www.citiustech.com

CitiusTech Healthcare Technology Private Limited

Salary Structure

Name of Employee: Kalavara Anil
Effective Date: Jul 11, 2022

A STRUCTURE

Details	Rs per month	Rs per annum
Basic	22000	264000
Company contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Total Fixed Pay	**45833**	**550000**
Total cost to Company	**45833**	**5,50,000**

B NOTES

1. Retention pay is part of salary structure for the first two years of employment
2. Flexi basket will be made available on the ESS portal post joining of employee
3. Flexi basket components - Conveyance, Medical Allowance, LTA, Food coupons, NPS
4. Balance amount (out of flexi declaration) will be considered as "HRA"

C TAKE HOME PAY

Components	Rs per month	Rs per annum
Basic	22000	264000
Company Contribution to Provident Fund	2640	31680
Flexi Basket	17985	215820
Retention Pay	3208	38500
Gross Earnings (Fixed Pay)	**45833**	**550000**
Gross Earnings	**45833**	**5,50,000**

Less : Deductions

Professional tax	200	2400
Provident fund- Employees Contribution	2640	31680
Provident fund- Employers Contribution	2640	31680
Total Deductions before TDS	**5480**	**65760**

Net earnings before TDS	**40353**	**484240**

.

Letter of Intent (LOI)

Superset ID: 1146271

November 02, 2021

Dear Abhiram V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1243925

November 02, 2021

Dear Kasvi Ganesh,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1207421

November 02, 2021

Dear Manoj Sonny,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear MEGHANA S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Conduent Business Services India LLP
(Erstwhile Xerox Business Services India LLP)
Unit A, 5th Floor, Aviator Building
Ascendas, ITPB SEZ
International Tech Park Bangalore
Whitefield Road, Bangalore - 560 066
Tel. +91.80.41190100
Fax. +91.80.41190198

October 5, 2022

A Vinay Kumar
1/73A, Kondakamarla,
Anantapur, Andhra Pradesh - 515531.

SUB: APPOINTMENT LETTER

Dear **Vinay,**

With reference to your application for employment and subsequent interview and discussions, we are pleased to issue you this Appointment Letter ("Employment Contract") to appoint you as **IT Operations Associate II** with Conduent Business Services India LLP ("Conduent") on the following terms and conditions:

1. Compensation and Benefits

(a) Your gross salary will be **INR 2,10,000.00 (Indian Rupees Two Lakh and Ten Thousand Only)** per annum. Your salary will be prorated and paid on a monthly basis as per the Company payroll cycle. Conduent will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. Conduent may vary, amend, revise and modify the compensation and benefits mentioned under this Employment Contract/policies, including reducing the amounts and benefits offered should Conduent consider it expedient to do so.

(b) Details of your compensation and benefits are provided as an Annexure to this Employment Contract.

2. Working Hours

Your work schedule will be provided to you by your manager/supervisor upon your joining. You may be required to work beyond the usual business working hours or in shifts as per the business requirement of Conduent.

3. Leave and Holidays

Leave including maternity leave, National and Festival holidays will be provided to you in accordance with the applicable law and Company Rules (as defined below).

4. Place or Work

Your initial place of work will be at the Conduent Business Services India LLP office located at the International Tech Park, Unit A, 5th Floor, Aviator Building, Ascendas, ITPB SEZ, Whitefield Road, Bangalore, Karnataka – 560 066. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

5. Probation

(a) You will be on probation for six (6) calendar months, which may be extended by Conduent if your performance is found unsatisfactory. Your probation period will be considered completed only upon you receiving notification from Conduent.

(b) During probation, either party may terminate this Employment Contract by giving thirty (30) days prior written notice, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to serve your notice period, either wholly or partially. In the event, you wish to be relieved from the services of Conduent without serving the notice period, Conduent may at its sole discretion relieve you immediately by accepting salary in lieu of notice period or refuse such request for immediate relieving, for business reasons. Notwithstanding the foregoing, Conduent may waive for you, the entire notice period or part thereof, on such terms and conditions as it deems fit.

6. Termination

(a) Post confirmation, either party may terminate this Employment Contract by giving prior written notice of two (2) calendar months to the other party, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to serve your notice period, either wholly or partially. In the event, you wish to be relieved from the services of Conduent without serving the notice period, Conduent may at its sole discretion, relieve you immediately by accepting salary in lieu of notice period or refuse such request for immediate relieving, for business reasons. Notwithstanding the foregoing, Conduent may waive for you, the entire notice period or part thereof, on such terms and conditions as it deems fit.

(b) Notwithstanding the above, Conduent reserves the right to terminate this Employment Contract with immediate effect, if you are found guilty of any misconduct, breach of any term of this Employment Contract, Company Rules or policy of Conduent or any law.

(c) Notwithstanding any provisions to the contrary contained herein, Conduent may terminate this Employment Contract or withdraw the offer of employment with immediate effect, upon written notice to you without any further liability, if the results of your background verification/criminal and/or drug test, are unacceptable to Conduent. Without limiting the generality of the foregoing, in the event of termination of this Employment Contract by Conduent pursuant to this section, you shall not be entitled to any severance payment or benefits, including payment in lieu of notice period.

(d) You will automatically retire on attaining the age of 58 years. You may also be retired earlier if found medically unfit to carry out the responsibilities allocated to you, by the LLP doctor.

(e) Upon separation from Conduent, you will be required to immediately return, all assets and property (including any leased property) of Conduent including documents, files, books, papers and memos in your possession or custody.

7. Abandonment of Service

Absence for a continuous period of ten (10) days without prior approval of your manager (including overstay of leave/training), will be treated as abandonment of service.

8. Conflict of Interest

Whilst employed with Conduent:

a) You will devote your entire time and energy in the services of Conduent and you shall not do or suffer to be done directly or indirectly anything that puts you in conflict with Conduent's business, time or assets. In case you are or feel that you may be in a position that conflicts with

this section, you will forthwith inform the HR Department of Conduent and act as per their instructions. Determination of conflict of interest shall be at the sole and absolute determination of Conduent and the decision of Conduent in this respect shall be final and binding.

b) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by Conduent to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

c) Except in proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of Conduent or information regarding its customers without prior written approval.

d) You confirm that you have disclosed fully all of your business interests to Conduent and also agree to disclose fully and completely to Conduent, any such interests that may arise during your course of employment. This shall not only be applicable to you, but shall be applicable to your immediate family members.

e) You shall not without the prior written consent of Conduent during the continuance of your employment be engaged or interested either directly or indirectly, with or without commercial gain, in any capacity in any trade, business, occupation or activity, which in the opinion of Conduent may hinder or otherwise interfere with the performance of your duties or which may conflict with the interests and business of Conduent. Neither shall you hold any directorship in any other Company without the prior written consent of Conduent.

9. Code of Conduct, Employee Handbook, Policies and Procedures

(a) You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with Conduent's Business Code of Conduct, employee handbook policies and procedures ("Company Rules"). All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. and violation of Company Rules shall attract appropriate disciplinary action(s) including and up to termination of employment. Information on Company Rules is available to all employees on Conduent's intranet.

(b) This Employment Contract read with the Company Rules as applicable to you captures the entire terms of your employment with Conduent. Conduent shall have the right to vary or modify Company Rules at any time, with due notice to employees, if required to be given by law.

10. Non-solicitation

As the services to be rendered by you on behalf of Conduent are of a special, unique and extraordinary character and given your exposure to Confidential Information of Conduent that will confer upon you a unique competitive advantage, you agree that (a) whilst you are employed by Conduent pursuant to the terms of this letter; and (b) for a period of twelve (12) months after the termination of your employment with Conduent howsoever arising, you will not, directly or indirectly, either on your behalf or on behalf of any person, without the prior written consent of Conduent, as the case may be:

(a) Attempt in any manner to persuade any consultant, client, customer, vendor or supplier of Conduent or any other person to cease to do business with Conduent or to reduce the amount of business which such consultant, customer, vendor, client or supplier or another person has customarily done or contemplates doing with Conduent, regardless whether the relationship between Conduent and such consultant, customer, vendor, client or supplier or person was originally established, in whole or in part, through your efforts;

(b) Employ or offer employment in any capacity to or enter into or offer to enter into association, partnership or joint venture with any person who is then in Conduent's employment or was in Conduent's employment within twelve (12) months prior to your termination of employment; or

(c) Solicit any business or orders of any client/customer of Conduent unless such solicitations are rendered as an employee of Conduent for the benefit of Conduent, or render any services of the type usually rendered by Conduent for any such client/customer of Conduent (unless such services are rendered as an employee of Conduent), notwithstanding that the relationship between Conduent and such client/customer was originally established in whole or in part, through your part.

You acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of Conduent. In the event of breach or threatened breach of the covenant set forth in this clause, you acknowledge that Conduent will suffer irreparable harm and therefore, Conduent will be entitled to an injunction restraining you from committing such breach and/or claim for damages. Nothing contained herein shall be construed as prohibiting Conduent from pursuing any other remedies available to it for such breach or threatened breach

11. Confidentiality

In lieu of the compensation being provided to you by Conduent, you agree to the following:

(a) During your employment with Conduent and thereafter: (i) You shall observe utmost confidentiality and secrecy regarding Conduent's Confidential Information and act with utmost fidelity; (ii) you shall not use to the detriment or prejudice of Conduent any Confidential Information which you obtained or had access to pursuant to your employment hereunder; or (iii) except as authorized or required by your duties, you shall not disclose or reveal to any person or company any Confidential Information, nor shall you use the same for your own benefit or for the benefit of third parties.

(b) For the purposes of this Employment Contract, "**Confidential Information**" means non-public information relating to the business, products, affairs, customers, clients, sales, techniques and finances of Conduent or its affiliates, group entities, associate entities or subsidiaries, including its intellectual property, trade secrets, processes, policies, methods, technical data, know-how, operations, manuals, internal documentation, software, source codes, application programming interfaces, UI/UX designs, business strategies etc. or any other information which is designated confidential, or is, by reasonable inference from its nature or the circumstances of its disclosure, evidently confidential. It is clarified that Confidential Information includes anything created or developed by you in the course of your employment with Conduent.

(c) Your individual remuneration is purely a matter between yourself and Conduent and has been arrived on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time, as Personal and Confidential Information.

(d) You shall immediately intimate Conduent in the event of any unauthorized disclosure of Confidential Information or actual or suspected loss, theft, unauthorized access, use or disclosure or any breach of confidence by any person to whom you divulged Confidential Information and shall take all reasonable steps to minimize the unauthorized disclosure and immediately return to Conduent all such information and materials, in whatsoever form, including and all copies thereof. Further, you shall also provide Conduent all reasonable assistance in connection with any proceedings which Conduent may institute against such person for breach of confidence.

12. Data Protection

(a) You shall comply with Conduent's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by Conduent as a misconduct and will be dealt with in accordance with the Company Rules and applicable laws.

(b) You consent to Conduent collecting, retaining, holding, transferring outside India and processing any personal information (including any sensitive personal data or information ("**SPDI**") as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) rules, 2011), both electronically and manually, in relation to you for the purpose of Conduent's administration, business, HR purposes and management as well as for other lawful purposes in connection with the Conduent's business. At all times, your SPDI shall be kept confidential and only be shared or disclosed for the above purposes or other lawful purposes.

(c) Conduent may reach out to you for obtaining additional consents and approvals at any point in time during your employment with Conduent to enable Conduent to use your personal information. Should you choose to not provide Conduent with such additional consents and approvals, Conduent may need to alter the terms of your employment

(d) Any change in personal information should be informed to Conduent within seven (7) working days.

13. Lay-off Event

a) **"Layoff Event"** shall mean any event, which is beyond the control of Conduent, which it could not foresee or with a reasonable amount of diligence could not have been foreseen and which substantially affects the performance of the Employment Contract or the business of Conduent, including but without limitation:

(i) Natural calamities, including but not limited to floods, earthquakes, epidemic, pandemic;

(ii) Acts of any Government, including but not limited to declared or undeclared war, quarantines, embargoes, prohibitions; or

(iii) Terrorist attacks, public unrest in work area; or

(iv) shortage of power or raw materials, or the accumulation of stocks or the breakdown of machinery or for any other connected reason.

b) Conduent shall have the right to suspend your services for the duration of the Layoff Event, or any part thereof, if Conduent, in good faith believes it is unable to utilize your services under the Employment Contract due to any such Layoff Event. No compensation will be paid or accrue to you for the duration of such suspension. In the event the Layoff Event continues for a period of more than three) (3) months, Conduent shall hold consultation in an endeavor to find a solution to the problem, failing which the Employment Contract may be duly terminated.

c) Conduent shall not be liable for any default or non-performance of obligations under this Employment Contract, if such default or non-performance of obligations is caused by a Layoff Event.

14. Legal Authorization

You agree and confirm that you are authorized to work in India and can provide proof of this with legal documentation. This documentation will be obtained by Conduent, for its legal records, if necessary.

15. Governing Law
The terms and conditions of this Employment Contract shall be governed by, construed and interpreted in accordance with the laws of India. Any action seeking legal or equitable relief arising out of or relating to the terms of this Employment Contract will be brought only in the courts of Bangalore, India

16. Entire Agreement
This Employment Contract, Company Rules and annexures, constitutes the entire agreement between the parties and supersedes all previous oral/written communications, representations, understanding and agreements between the parties, if any. The terms contained herein can be amended or modified at any time by Conduent and you will be duly informed in writing. Your rights set out in this Employment Contract are solely for your benefit and shall not be assignable. At the time of joining Conduent you may be required to accept and sign certain documents, including documents relating to Confidential Information and work product ownership. Such documents shall also form a part and parcel of this Employment Contract.

17. Employment Start Date
Your assignment is effective from **October 06, 2022.**

18. Documents Required
1. All Education certificates and mark sheets.
2. Two passport size photographs (to be submitted on the date of joining)
3. Relieving certificates from all previous employers
4. Last drawn Salary certificate from previous employer
5. TDS Certificate, Form 16 for current financial year (if available)
6. Experience certificates from previous employers
7. Aadhaar Card (Mandatory)
8. Proof of Identity/ Date of Birth
   Copy of PAN card (Mandatory)
   Copy of Passport (Mandatory)
   Copy of Driving License/Ration card (if available)
   Birth certificate or 10th class mark sheet (if available)
9. Address proof - copy of any one of the following (Passport / Driving License / Ration card / Aadhaar Card / Rent Lease Agreement / Mobile Bill / Bank Statement / Bank Passbook)

19. Acceptance
To accept this Employment Contract, please fill up the attached form and return it to us immediately. If we do not receive your acceptance one (1) week from the date of receipt of this Employment Contract, this Employment Contract shall stand revoked, unless Conduent decides otherwise.

We look forward to your commencing work with the Conduent, and to your being part of the Conduent Business Services India LLP family.

Yours Sincerely,

With Warm Regards,
For Conduent Business Services India LLP,



Anitus Niranjan
Director - Human Resources

DECLARATION

I accept the appointment on the terms and conditions contained in this Employment Contract and annexures, and other conditions and service rules as applicable to the employees of Conduent from time to time and I shall be joining the services of Conduent, no later than **October 06, 2022**

[Signature]

Place: _____
Date: _____

Accepted
Signature (_____)
Name: _____

Continental

Date: 23rd July 2022

Ref. No: Continental/TCI/2022

Nisarga MR
Bangalore

Offer Cum Appointment Letter

Dear Ms. **Nisarga MR**,

This is with respect to your application and the subsequent interviews you had with us. We are pleased to extend an offer of employment with Continental Automotive Components (India) Private Limited, as per the below terms and conditions

Grade	: CG 8T
Designation	: Trainee (GET)
Work Location	: Bangalore
BU	: HEAT UX AE

1. **Salary and Benefits**
   Your training duration will be for a period of one year. During this training period you will be paid with an annual compensation of **INR.6,00,000 /- pa**

   In addition to the above, you will be entitled to certain allowances/benefits as mentioned in the enclosed Annexure I. For details of allowances kindly refer Annexure II.

2. **Work Place**
   You are initially appointed to work in our Technical Center, Bangalore. However, you are liable to be transferred to any department or establishment forming part of the Company, or associate companies or business associate anywhere in India or overseas, temporarily or permanently.

3. **Service Agreement**
   This employment offer is based on your consent to stay in service of Continental for a minimum period of 3 years, considering the substantial efforts management is offering to invest in you for your GYT program and beyond. Therefore, as a Graduate Engineer Trainee, you are required to sign a Service Agreement for 3 years with us on the date of joining. The details of the same have already been communicated to you.

4. **Working hours**
   You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may also be required to work in shifts as and when considered necessary by the Company.

5. Probation

You will be on training period for one year, which may be extended at the discretion of the Company after assessing your performance. During the training period, either party is at liberty to discontinue the appointment by affording the other party 30 days or payment in lieu thereof, provided no notice is necessary in the event of termination by the Company on account of misconduct.

6. Confirmation

On successful completion of training or any extension thereof, you will be confirmed in the services of the Company. Confirmation shall take effect only upon issue of a confirmation letter and from the date given in the letter. Thereafter your employment will be subject to termination by affording three months notice, in writing, by either party. This notice period can be curtailed only on Management approval. If you wish to be relieved earlier, you have to pay the company an amount equal to your basic salary for the unfulfilled notice period, provided the management agrees to relieve you early.

7. Background Checks

Continental Automotive may, at its discretion conduct background checks to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

8. Service Conditions

You will be governed by rules, regulations and service conditions as per Annexure III, applicable to the employee of your cadre working in the establishment of the company in which you will be working. In addition to the above, you will be governed by the terms and conditions as mentioned in Annexure IV and Code of Conduct in Annexure V. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time. In order to remain competitive in the continuously changing business and economic environment our Company undertakes a number of effectiveness improvement programs and movements such as CIM, Re-engineering, ISO/QS 9000, TS 16949, Cost reduction etc. For increasing individual effectiveness, the Company believes in Continuous Training and Development and provides opportunities for all employees. You will actively participate and contribute in all these movements, programs, Training and Development processes and enhance your and organization's competence.

9. Your selection and appointment is based on :

   a. The Information / content stated in your application form. If the information stated in your form is not correct or untrue or incomplete, the company reserves the right to withdraw the offer of employment before you join the service or terminate your service at any time without notice or compensation after you have taken up service

   b. Your agreement to the terms and conditions of the service which are attached herewith

10. As per our Company Policy, age of retirement is 58 years.

Kindly confirm the acceptance of the offer along with the date of joining in writing on or before the above mentioned date to Mr. Rajesh Panicker at rajesh.panicker@continental-corporation.com

The offer stands automatically withdrawn thereafter, unless the offer validity date is extended in writing by us.

11. You are requested to join at the below mentioned address, with the documents listed in Annexure- VI

Continental Automotive Components (India) Private Limited ,
Technical Center India,Sattva South Gate Tech Park,
Plot No 01,Veerasandra Industrial Area,Sy No. 17, 18, 19 & 20
Hosur Main Road,Attibele Hobli,Anekal Taluk
Bangalore 560 100

12. On your day of joining, you are requested to report to **Mr. Praveen Pasupathy** from HR department at 9am. Please carry the original documents along with an additional copy as specified in the joining checklist

13. You are requested to return duplicate copy of this letter as a token of your acceptance during the time of joining along with your signed copy of Annexure I, Annexure III, Annexure IV and Annexure V.
14. We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to the organization and look forward to a long and mutually beneficial association.

Sincerely,



Shrawani Rai
BU Head-UX AE, India



Mamta Bakshi
Head HR – Technical Center, India

Encl:

- Annexure I – Compensation details
- Annexure II – Details of allowances
- Annexure III – Terms and Condition of Employment in relation to Inventions made by the Employee.
- Annexure IV- Terms and conditions of Employment
- Annexure V - Code of Conduct
- Annexure VI -Joining check list

I accept the above terms and conditions.

My Joining date will be:

Signature: _____

(Nisarga MR)

Date: 24th June 2022

Ref. No: Continental/TCI/2022

Ili Sandhya
Bangalore

Offer Cum Appointment Letter

Dear Ms. **Ili Sandhya**,

This is with respect to your application and the subsequent interviews you had with us. We are pleased to extend an offer of employment with Continental Automotive Components (India) Private Limited, as per the below terms and conditions

Grade	: CG 8T
Designation	: Trainee (GET)
Work Location	: Bangalore
BU	: HEAT CES

1. **Salary and Benefits**
   Your training duration will be for a period of one year. During this training period you will be paid with an annual compensation of **INR.6,00,000 /- pa**

   In addition to the above, you will be entitled to certain allowances/benefits as mentioned in the enclosed Annexure I. For details of allowances kindly refer Annexure II.

2. **Work Place**
   You are initially appointed to work in our Technical Center, Bangalore. However, you are liable to be transferred to any department or establishment forming part of the Company, or associate companies or business associate anywhere in India or overseas, temporarily or permanently.

3. **Service Agreement**
   This employment offer is based on your consent to stay in service of Continental for a minimum period of 3 years, considering the substantial efforts management is offering to invest in you for your GYT program and beyond. Therefore, as a Graduate Engineer Trainee, you are required to sign a Service Agreement for 3 years with us on the date of joining. The details of the same have already been communicated to you.

4. **Working hours**
   You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may also be required to work in shifts as and when considered necessary by the Company.

5. Probation

You will be on training period for one year, which may be extended at the discretion of the Company after assessing your performance. During the training period, either party is at liberty to discontinue the appointment by affording the other party 30 days or payment in lieu thereof, provided no notice is necessary in the event of termination by the Company on account of misconduct.

6. Confirmation

On successful completion of training or any extension thereof, you will be confirmed in the services of the Company. Confirmation shall take effect only upon issue of a confirmation letter and from the date given in the letter. Thereafter your employment will be subject to termination by affording three months notice, in writing, by either party. This notice period can be curtailed only on Management approval. If you wish to be relieved earlier, you have to pay the company an amount equal to your basic salary for the unfulfilled notice period, provided the management agrees to relieve you early.

7. Background Checks

Continental Automotive may, at its discretion conduct background checks to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

8. Service Conditions

You will be governed by rules, regulations and service conditions as per Annexure III, applicable to the employee of your cadre working in the establishment of the company in which you will be working. In addition to the above, you will be governed by the terms and conditions as mentioned in Annexure IV and Code of Conduct in Annexure V. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time. In order to remain competitive in the continuously changing business and economic environment our Company undertakes a number of effectiveness improvement programs and movements such as CIM, Re-engineering, ISO/QS 9000, TS 16949, Cost reduction etc. For increasing individual effectiveness, the Company believes in Continuous Training and Development and provides opportunities for all employees. You will actively participate and contribute in all these movements, programs, Training and Development processes and enhance your and organization's competence.

9. Your selection and appointment is based on :

   a. The Information / content stated in your application form. If the information stated in your form is not correct or untrue or incomplete, the company reserves the right to withdraw the offer of employment before you join the service or terminate your service at any time without notice or compensation after you have taken up service

   b. Your agreement to the terms and conditions of the service which are attached herewith

10. As per our Company Policy, age of retirement is 58 years.

Kindly confirm the acceptance of the offer along with the date of joining in writing on or before the above mentioned date to Mr. Rajesh Panicker at rajesh.panicker@continental-corporation.com

The offer stands automatically withdrawn thereafter, unless the offer validity date is extended in writing by us.

11. You are requested to join at the below mentioned address, with the documents listed in Annexure- VI

Continental Automotive Components (India) Private Limited ,
Technical Center India,Sattva South Gate Tech Park,
Plot No 01,Veerasandra Industrial Area,Sy No. 17, 18, 19 & 20
Hosur Main Road,Attibele Hobli,Anekal Taluk
Bangalore 560 100

12. On your day of joining, you are requested to report to **Mr. Praveen Pasupathy** from HR department at 9am. Please carry the original documents along with an additional copy as specified in the joining checklist

13. You are requested to return duplicate copy of this letter as a token of your acceptance during the time of joining along with your signed copy of Annexure I, Annexure III, Annexure IV and Annexure V.
14. We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to the organization and look forward to a long and mutually beneficial association.

Sincerely,

Suresh Pesiappachari
Chief Manager

Mamta Bakshi
Head HR – Technical Center, India

Encl:

- Annexure I – Compensation details
- Annexure II – Details of allowances
- Annexure III – Terms and Condition of Employment in relation to Inventions made by the Employee.
- Annexure IV- Terms and conditions of Employment
- Annexure V - Code of Conduct
- Annexure VI -Joining check list

I accept the above terms and conditions.

My Joining date will be:

Signature: _____

(Ili Sandhya)

Zoho Sign Document ID: 0QWOKQ6DHK94VMZOII0ASZW0-RYDQDJCOZ1STEFETVS

Strictly Private & Confidential

Sep 5, 2022 **VerSe/HRD/MAN00047**

Syed Imaad
Employee ID – V2506

Dear **Syed,**

Subject: Appointment Letter for the position of Associate Devops Engineer

Subsequent to the interview you had with us, we are pleased to appoint you the position of **Associate Devops Engineer** with **VerSe Innovation Private Limited ("Company"),** on the terms indicated below ("**Appointment Letter**"). In this position you will initially be located in **Bangalore,** however the job may require you to travel within India and you could be transferred to any other location.

Position : **Associate Devops Engineer**
Grade : **P1**
Location : **Bangalore**

Your employment is commenced on **Sep 5, 2022** and agreed as per the terms hereof ("**Date of Joining**").Your remuneration details are specified in **Annexure 'A'** and the employment related terms and conditions are specified in **Annexure 'B'** of this Appointment Letter. You are required to abide by the internal policies that are in force (and as amended from time to time) such as HR policies, confidentiality, other IT related policies and regulations implemented in the Company.

Your employment terms and conditions should not be disclosed to any person and should be treated with the strictest confidence. Should you require any clarification on your employment terms, please contact the HR department of the Company.

Please sign at the bottom of this Appointment Letter as your acknowledgment of your acceptance of this Appointment Letter and of the terms and conditions contained hereunder.

We would like to take this opportunity to welcome you and wish you every success with **VerSe Innovation Private Limited**

Yours Sincerely,
For VerSe Innovation Private Limited

Maya John
Group Head – Human Resources

Syed Imaad Syed Imaad 5th Sep 2022 Bengaluru

Zoho Sign Document ID: XUA1OZYBQ38KEBW0MD38DA6ZO8_ETLEZRABQV0WRVRW

Strictly Private & Confidential

Sep 5, 2022 **VerSe/HRD/MAN00043**

Thilak Jaikumar B
Employee ID – V2502

Dear **Thilak,**

Subject: Appointment Letter for the position of Associate Devops Engineer

Subsequent to the interview you had with us, we are pleased to appoint you the position of **Associate Devops Engineer** with **VerSe Innovation Private Limited (**"**Company**"**),** on the terms indicated below ("**Appointment Letter**"). In this position you will initially be located in **Bangalore,** however the job may require you to travel within India and you could be transferred to any other location.

Position : **Associate Devops Engineer**
Grade : **P1**
Location : **Bangalore**

Your employment is commenced on **Sep 5, 2022** and agreed as per the terms hereof ("**Date of Joining**").Your remuneration details are specified in **Annexure 'A'** and the employment related terms and conditions are specified in **Annexure 'B'** of this Appointment Letter. You are required to abide by the internal policies that are in force (and as amended from time to time) such as HR policies, confidentiality, other IT related policies and regulations implemented in the Company.

Your employment terms and conditions should not be disclosed to any person and should be treated with the strictest confidence. Should you require any clarification on your employment terms, please contact the HR department of the Company.

Please sign at the bottom of this Appointment Letter as your acknowledgment of your acceptance of this Appointment Letter and of the terms and conditions contained hereunder.

We would like to take this opportunity to welcome you and wish you every success with **VerSe Innovation Private Limited**

Yours Sincerely,
For VerSe Innovation Private Limited

Maya John
Group Head – Human Resources

Thilak Jaikumar B thilak 05 September 2022 Bangalore

DATA CARE
SYSTEMS PVT. LTD.
Where 'CARE' is the concern
Plot No. 24, Road No. 6, Bangalore Hardware Technology Park,
Survey No. 198 (Block Nos. 74 & 76) Mahadevakodigehalli,
Jala Hobli, Bangalore North Taluk-562149.

Tel. : 080-23900120 / 21
E-mail : info@datacareindia.com
Website : www.datacareindia.com

DATA CARE GROUP @ 30+
Since 9th August 1989

Ref: DCG/APPNT.LTR/15/2022-2023 **Date : 23.08.2022**

To,
Mr. Srikanth P
#271, 1st Main, 1st Cross
C L Layout, DRC Post
Bengaluru – 560 029

Dear Mr. Srikanth

Subject: Offer of Appointment.

Reference: Your Interview **With us on 17.08.2022.**

With reference to your interview and personal discussion. we had with you, We are pleased to inform that you are selected for post of **Engineer- Design & Service** in our Company and our offer of appointment is based on following terms and conditions.

1. **PROBATIONARY PERIOD:**
   You will be on Probation for a period of Six months.

2. **SALARY:**
   During the Probationary period you will be paid a consolidated stipend of **Rs.18,000/-**(Rupees Eighteen Thousand Only). After successful completion of the probationary period, your performance will be reviewed and your appointment will be confirmed and your emoluments would be refixed accordingly.

3. **MONTH OF INCREMENT :**
   Annually – on completion of 12 months.

4. **WORKING HOURS:**
   You will be working for 6 days in a week (Monday to Saturday) between **9.00 A.M to 5.30 P.M.**

5. **HOLIDAYS:**
   General holidays will be declared at the beginning of the year and along with that you are eligible for 15 days earned leave per year.

6. **DATE OF JOINING:**
   You are required to join us, On or before 01.09.2022.

7. **PLACE OF WORKING:** **At our Head Office.**

M/s : DATA CARE GROUP
Plot No :24, Road . 6
Hardware Technology Park
KIADB Industrial Park
Near Bangalore International Airport
Mahadevakodigehalli
Bangalore – 562 149
Ph : Off : 080 – 23900120, 23900121

CamScanner

DATA CARE
SYSTEMS PVT. LTD.
Where 'CARE' is the concern
Plot No. 24, Road No. 6, Bangalore Hardware Technology Park,
Survey No. 198 (Block Nos. 74 & 76) Mahadevakodigehalli,
Jala Hobli, Bangalore North Taluk-562149.

Tel. : 080-23900120 / 21
E-mail : info@datacareindia.com
Website : www.datacareindia.com

DATA CARE GROUP @ 30+
Since 9th August 1989

8. **CONFIDENTIAL :**
You are required to keep your remuneration in strict confidence. Revealing this information is strictly prohibited. Similarly any information of the company should be kept highly confidential. Or otherwise it will be treated as violence of Bye – Laws of the Company and will be dealt with that accordingly.

9. **FACILITIES :**
Lunch is arranged for all the employees at subsidized rate of Rs. 15/- per day.

10. **NOTICE OF TERMINATION :**
You are required to Execute the Service Agreement as per Annexure – I in Stamp paper of Rs. 200/- which holds good for 2 years from the date of your joining the company.

11. As Data Care is a group of Companies, you will be posted as per requirement and creation of vacancies, in any of the companies of Data Care group as a Team member. We expect you to discharge your duties, with due diligence and care and caution and with responsibility, and to have cordial relations with co-workers at all time.

If the above offer is acceptable to you, Please acknowledge the same and report to, on or before 01.09.2022.

We wish you all the best in your journey with Data Care Group.

Regards,

For DATA CARE GROUP

NAGESH KV
MANAGING DIRECTOR

CamScanner

YouTube Maps batch 1 report12.do...

Gmail DXCIndiaCampusConnect@dxc.com

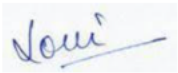
3 of 3

Re: **Campus Recruitment - Letter of Intent (LOI)**
Dear **BATTULA THARUN CHAITANYA,**
Congratulations!
We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.
Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.
Yours sincerely,



Lokendra Sethi
VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

DXC Technology || FY 22 DECP Hiring || Dayananda Sagar College of Engineering || LOI

Inbox ×

DXC_India_CampusConnect <DXCIndiaCampusConnect@dxc.com> 18:38 (1 hour ago)

to me

Re: Campus Recruitment - Letter of Intent (LOI)

Dear DEEPIKA M,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

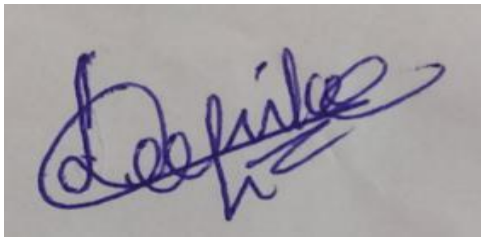
Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.



D DXC_India_Campus... Oct 27
to me

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **GALLA BHARGAV,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

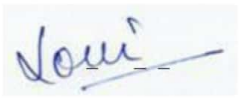
2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

Scanned with CamScanner

DXC Technology II FY 22 DECP Hiring II Dayananda Sagar College of Engineering II LOI

Inbox

D

DXC_India_Cam... 2 days ago

to me

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **KATTA DEEPTHI,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining

1. Your designation at the time of joining would be **Associate Professional.**

2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at DXCIndiaCampusConnect@dxc.com or **call/WhatsApp at 9513246276 from 9 am to 6:30 pm, Monday to Friday.**

DXC Technology II FY 22 DECP Hiring II Dayananda Sagar College of Engineering II LOI Inbox

DXC_India_Cam... 2 days ago
to me

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **Maheshwari A.M,**

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional.**

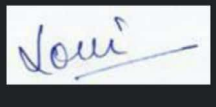
2. Your total annual Cost to Company (CTC) would be amounting to INR 4,00,000/- (Rupees Four Lakhs only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wising you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

Scanned with CamScanner

EDSOLS
INNOVATIONS PRIVATE LIMITED

Date : 03.11.2022
Place : Bengaluru

Mr. Prateek. H. A.

SUB: Offer Letter

Dear Mr. Prateek. H. A.,

With reference to your Junior Developer AI job application and the subsequent interview our CTO **Dr. Arul Nambi Dhamodarn** had with you, we are pleased to offer you a **full-time position** as a **Junior AI Developer** at **EdSols Innovations Private Limited** with a **start date of 15.11.2022**. You will be reporting to **Ms. Soumya Kini** our **Project Lead** and **Dr. Arul Nambi Dhamodaran** our **CTO,** and your base location will be Bengaluru (Karnataka).

In this role, you will be required to work with an agile team to develop, test, and maintain web and desktop-based business automation, machine learning and artificial intelligence and NLP based applications built on cutting edge technologies. Assisting in the collection and documentation of user's requirements, development of user stories, etc. Preparing reports, manuals and other documentation on the status, operation and maintenance of software solutions.

The annual starting salary for this position is **Rs. 4,02,000** and is subject to statutory deductions as per company policies, TDS, and other detections applicable as per law. Your salary will paid on a monthly basis by direct deposit (Your monthly salary will be INR 33,500/-), starting on 5th of every month.

The offer is valid only for a period of three (3) days from the date of this letter and it will automatically expire in its entirety if not accepted by you in writing before 5:00 p.m. on such third day. You will be under probation for a period of six months.

This offer and your continued employment are subject to you passing, to the Company's reasonable satisfaction, any background check, including any background check conducted by the Company or any third-party background check service including providing complete and accurate information requested in relation to the same within the timeframe specified by the Company.

+91 99620 79608
sales@edsols.in
www.edsols.in
34, 6th Main
Banaswadi, Bangalore

EDSOLS
INNOVATIONS PRIVATE LIMITED

Notwithstanding your acceptance of this offer, your employment with the Company will be conditioned upon you and the Company entering into an Appointment Letter on the date you first report for duty. The Appointment Letter will set forth the other terms and conditions of your employment, including without limitation matters relating to the Company's hours-of-work.

Please confirm your aceptance of this offer by signing and returning this letter by 06/11/2022.

Upon your acceptance of this offer, you will be required to submit the soft copies of the following documents on the date of joining:

1. Copies of Educational Certificates
2. Relieving/Experience Certificates from your previous employers
3. Last drawn Payslip/salary certificate from your previous employer
4. Copy of your PAN Card
5. Copy of your Aadhar Card
6. Bank Account details

We are excited to have you join our team! If you have any questions, please feel free to reach out to us at any time.

Signature _____
Name **Mr. Prateek. H. A.**

Best Regards,
For EdSols Innovations Private Limited

D. Q

Name: Dr. Arul Nambi D.
Designation: Director

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions for this appointment and return the same to us.

+91 99620 79608
sales@edsols.in
www.edsols.in
34, 6th Main
Banaswadi, Bangalore

Ernst & Young LLP
6th, 12th & 13th floor,
"UB City"Canberra Block,
No.24,Vittal Mallya Road,
Bengaluru-560 001 India.
Phone: +91 80 4027 5000
Fax: +91 80 2210 6000

12 July 2022

Ms. Riddhi Muskan
403,Vandana Homes Apartment Arekere Mico
Layout, Bengaluru, 560076

Your appointment as Senior Analyst in Technology Consulting

Dear Riddhi,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in Ernst & Young LLP subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

1. Job Title

You shall be designated as **Senior Analyst** in Band **6.**

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

2. Annual compensation

a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 5,50,000 per annum (Rupees Five Lakh Fifty Thousand Only).** A typical break up is provided as an Illustration in Annexure A to this Agreement.

b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.

c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

3. Date of joining

As agreed, you shall join the services of the Firm on **18 July 2022.**

4. Probation

Building a better working world

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

5. Retirement

Your retirement age shall be 60 years.

6. Transferability

Your initial place of posting will be Bangalore - UB City. However, your services are liable to be transferred from one location to another, anywhere in India.

7. Notice period and termination

a. Either party may terminate the employment by giving a mandatory minimum of 3 months' notice to the other party(also applicable during probation period). The Firm may, at its discretion, with or without conditions, agree to waive off the 3 months' notice period requirement, either wholly or partly.

b. The Firm may terminate / suspend your services, at its discretion, at any time immediately upon written notice to you, if it has been alleged and prima facie established, through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or is likely to damage Firm's reputation.

8. Code of Conduct and Policies

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.

b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc., as if these rules, regulations, policies et al, were part of this contract of appointment.

c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's intranet or through the Firm's newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading.

9. Confidentiality

Building a better working world

a. **Remuneration:** You shall at all times keep the details of your salary and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

b. **Use of Firm's name:** You shall use the Firm's name, logo, trademark or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.

c. **Information:** You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorised personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit.

d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm. Upon termination of your employment with the Firm, or otherwise upon the Firm's request, you will immediately surrender to the Firm all files, books, magazines, reports, documents, manuals, audio and video tapes, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause.

e. You acknowledge and agree that disclosure of any portion of the Confidential Information or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary terms , that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this Agreement. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or regulatory

body, any impropriety or breach of confidentiality obligations hereunder, at its absolute discretion.

f. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

10. Non- Compete

a. You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement, or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous employer having legal ramifications / consequences for you or for us.

b. During your employment with the Firm, you will devote your whole time, attention and skill for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

c. You hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.

d. You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly.

e. Subsequent to your separation from the Firm, for a period of twelve months, you will not without the consent of the Firm take up any job or assignment, either full time or otherwise, directly or indirectly for or on behalf of any other organization working with a client of the Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm,.

11. Intellectual Property

In consideration of this Agreement and of the salary agreed to be paid in consideration hereof, you agree as follows:

a. The Firm shall own (as its exclusive property, free from any obligations towards you) all Intellectual Property developed or conceived by you solely or jointly with others during the period of your employment; This includes but is not limited to Intellectual Property that:

- is along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment
- result from or is suggested by any work which you may do for the Firm
- are otherwise made through the use of Firm’s time, facilities or materials.

b. Not to disclose or utilize in your work with the Firm, any Confidential Information of others (including any prior employers) or any inventions or innovations of others without express permission.

c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such Intellectual Property in any and all countries.

12. Personal Data

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

13. Miscellaneous

a. The following annexures form an integral part of this Agreement:

Annexure A - Illustrative compensation break-up
Annexure B - Relocation letter

b. **Additional Documents**: You may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to you / your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client request and/or (v) per the Firm's exclusive discretion.

c. **Supersedes previous agreement**: This Agreement supersedes and replaces any existing Agreement between the Firm and you, relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This Agreement shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your financial undertakings (if any), in this Agreement shall be an obligation of your executors, administrators, or other legal representatives or assigns.

d. **Severability**: If any provision contained in this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Agreement unenforceable or invalid.

e. **Conditions precedent**: This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.

f. **Privity of contract**: The terms of this Agreement may only be enforced by a party to this Agreement.

g. **Governing law and dispute resolution**: This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.

h. **Certificate of Practice**: If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.

i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

For Ernst & Young LLP



Anshula Verma

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature  Date 18/07/22

Riddhi Muskan

Building a better working world

Annexure A

Illustrative compensation break-up

Particulars	Annual Values (INR)	
(A) Salary Components		**5,19,600**
Basic Salary:		2,53,200
House Rent Allowance:		1,26,600
Special Allowance:		22,200
Conveyance Allowance:		1,17,600
(B) Other Perquisites		**30,400**
Firm's Contribution to Provident Fund:		30,384
Year End Ex-Gratia		16
(C) Annual Fixed Compensation *(A+B)*		**5,50,000**
(D) Other Benefits		**32,173**
Gratuity (accrual)		12,173
Firm's contribution towards Medical insurance		20,000
(E) Total Compensation *(C+D)*		**5,82,173**
(F) Annual performance bonus (earning potential)	**Min. 0%**	**Max. 12%**
	0	66,000
Annual total earning potential (E+F)	**5,82,173**	**6,48,173**

Please note that Permanent Account Number (PAN) is mandatory for salary processing. If you do not have a PAN already, then please apply for the same at the earliest.

1. House Rent Allowance (HRA): This will be 50% of your basic salary.
2. Special Allowance: Special Allowance will be in the range of 0% to 10% of the annual fixed compensation.
3. Conveyance Allowance: Conveyance allowance will be the balancing figure in your compensation structure.
4. Provident Fund (PF): This will be as per the Employee's Provident Funds and Miscellaneous Provisions Act 1952. If you are an active member of PF, it will be mandatory for you to opt for the same. If not opted for, conveyance allowance will be adjusted accordingly.
5. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.
6. You will be eligible for medical insurance coverage for self, spouse, two children and parents/parents in-law up to INR 3 lac per annum, subject to your declaration as per the policy. Additionally, you, spouse and two children will be covered for critical illness cover of INR 10 lacs.
7. In the unfortunate case of death of an employee, the Firm extends financial support to the family up to three times of the last drawn annual CTC of the deceased employee. The minimum amount for this financial support will be INR 25,00,000.

Please note that all the benefits/coverage mentioned above are governed by the Firm’s policies and/or statutory law, as applicable.

Ernst & Young LLP
6th, 12th & 13th floor,
"UB City"Canberra Block,
No.24,Vittal Mallya Road,
Bengaluru-560 001 India.
Phone: +91 80 4027 5000
Fax: +91 80 2210 6000

Annexure B
Relocation Letter

12 July 2022

Riddhi Muskan
403,Vandana Homes Apartment Arekere Mico Layout, Bengaluru, 560076

Dear Riddhi,

Sub: Relocation benefits

In addition to the terms and conditions mentioned in the appointment letter, you are also eligible for reimbursement of relocation expenses per below mentioned details.

Employee Self-Travel	• One-way trip (Air Travel/ Train Travel) between current location and new location for self. • A maximum of two one-way cab fare for airport transfers. For the purpose of reimbursement, GST registered metered/ App based cabs only will be considered. • In case, you choose to undertake a road trip, the cost of the road trip should be less than one AC first class rail fare between the two locations. Mileage rates applicable in case of use of own car (only one car permitted) will be INR 10 per km. The cost per km is inclusive of any other cost such as toll/fuel etc. Shortest route shall be taken as per google map for considering the KM distance
Accommodation	• Maximum of 10 room nights' stay at guest house or hotel based on eligibility as per the firm's Travel policy. • Expenses incurred on food, laundry, newspaper etc. during the stay at guest house or hotel will not be reimbursable. • Payment should be made only via credit card, online banking, wallet etc.

Air/Train bookings must be done only through the firm's Travel Desk. Similarly, guest house/hotel bookings need to be routed through Hotel helpdesk. EY Relocation assistance team will contact you two weeks prior to your joining date to facilitate transition.

In the event of you deciding to leave before completion of 1 year with the firm, the amount reimbursed hereunder will be recovered in full. For the purposes of this clause, the duration will be calculated from your date of joining to date of you 'deciding to leave' (which shall mean the date of your resignation letter).

Ernst & Young LLP
6th, 12th & 13th floor,
"UB City"Canberra Block,
No.24,Vittal Mallya Road,
Bengaluru-560 001 India.
Phone: +91 80 4027 5000
Fax: +91 80 2210 6000

Yours sincerely,
For Ernst & Young LLP



Anshula Verma

Authorized Signatory

I hereby accept terms & conditions mentioned in the letter.

Signature  Date 18/07/22

Riddhi Muskan

ENG18EC0007

Fintech System India Pvt. Ltd.

Always deliver more than expected

03-FEB-2022

Ameyatma Godkhindi Dixit
Mail Id: dixit.ameyatma@gmail.com
Regd. Code: FS1621B
Bengaluru

Dear **Ameyatma,**

Sub: **Offer Letter**

We are pleased to offer you an appointment with **Concentrix** (On behalf of our associate Fintech System (I) Pvt. Ltd.) as **Web Developer** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will be **Bengaluru in - Office** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250/- for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. The Company will be working 5 days a week. You will be expected to attend office - except while travelling on business - as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

6. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject and the relevant applicable laws.

7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

8. Notice to terminate the services will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

10. The company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. You will automatically retire on attaining the age of 60 years.

12. Whilst employed by the Company:

    a) You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.

    b) You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.

    c) Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 8.

d) You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.

e) You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of Interest between the company and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

f) You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

13. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice period.

14. Upon separation from the Company on account of either resignation or termination or for any other reason, you will be required to immediately return to the Company , all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.

15. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

16. You are required to submit your relieving letter in original from your previous employer (if appiicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

17. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies without any prior notice.

18. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

Fintech System India Pvt. Ltd.

Always deliver more than expected

19. Any and all disputes arising in connection with the appointment letter and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Visakhapatnam** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of Courts at **Visakhapatnam.**

Your assignment is effective from **2022/03/10 09:15:00**
Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with us.

You are requested to come on the joining date at **09:15 am at provided address by hr team.**

Warm Regards,

For Fintech System (I) Pvt. Ltd.



Moopan Abijith Bharath

Authorized Signatory
Human Resources:

Accepted and Agreed

Candidate's Signature

Fintech System (I) Pvt. Ltd.
hr@fintechsystem.in
www.fintechsystem.in
Contact Number. : +91 99106-57256

Regd. Office :
#41-2-1, Ground Floor, Near MCH School,
Railway New Colony Rd, Visakhapatnam,
Andhra Pradesh - 530016

Ganit
data speaks

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

OFFER LETTER

Date: 03/01/2022

Name	Email	Contact
Kevin Abishai	kevinabishai20@gmail.com	9739301584

Dear Kevin,

Congratulations. Welcome to the exciting world of Data Science!

We are pleased to confirm your offer for the position of Data Analyst.

This offer comes to you as the culmination of a rigorous selection process, and you are sure to find a challenging peer group at Ganit. We are positive you will find the work environment stimulating and conducive to help realize your goals.

At Ganit, all Data Analysts mandatorily undergo a training period of 2 months, during which you will be called a Data Analyst-Trainee.

You will be offered an annual compensation (CTC) of INR 6,00,000/- (Rupees Six Lakhs only).

We are confident that you will add tremendous value to Ganit and also strengthen Ganit's values. Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome aboard, and best wishes!

Yours Sincerely,

Ashok Harwani
Co-Founder

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Ganit
data speaks

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Your journey in Ganit for first 365 days

Timeline	Designation	Location
Day 1 to Day 60	Data Analyst-Trainee	Chennai
Day 61 to Day 365	Data Analyst	Chennai

Compensation Details

Data Analyst-Trainee: As a data analyst-trainee, you will receive a monthly salary of INR 15,000/- for the first two months.

Data Analyst: Once you are confirmed as a Data Analyst, your CTC will be INR 600,000/- per year (details in Annexure 1). CTC includes fixed component as well as variable pay (capped at 10% of CTC). On completion of one year at Ganit, you will be eligible for the following:

- Variable Pay based on your performance as well as company's performance over your tenure
- Balance amount of the monthly salary, of the first two months as a Data Analyst-Trainee.

Location

- You will be based out of Chennai Office from day 1 of joining Ganit to day 365 of joining Ganit
- On completion of one year, you will be reporting from either Chennai/Bangalore/New Jersey/Work from home, or any other future locations based on project requirements.

**Please be informed that any change in plans due to pandemic situation will be communicated to you in advance.*

Date of Joining

- We will send a separate communication regarding your date of joining atleast 45 days prior to your confirmed date of joining
- We will be on-boarding you batchwise between July 2022 to Nov 2022.

Latest Resume – Required Immediately

- Please share your latest one-page resume immediately with below details-
  - Email Id
  - Contact number
  - Alternate contact number and contact person name
  - Permanent address
  - Educational background
  - Skills, competencies and programming languages
  - Achievements

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Ganit
data speaks

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Training @Ganit

You will be trained on concepts that will help you perform your tasks better when assigned to live projects.

- First 2 months you will be trained on following topics-
  - Data Analysis & Modelling in Practice – Excel
  - Basics in Statistics Analysis
  - The Art of Story Telling & Art of Deck Making
  - Fundamentals of Machine Learning Modelling
  - Data Analysis in Practice - Python Basics
  - Data Wrangling - SQL DML Basics
  - Business Intelligence & Reporting - Tableau / Power BI (Others)
  - Data Analysis in Practice - R Basics
  - Fundamentals of Data Engineering
  - Basics of Cloud Computing Infrastructure
  - Case Study Discussions
- After completion of training, you will be assigned to Mock project for on-the-job training
- On successful completion of Mock project, you will be assigned to live project
- At every stage, you will be evaluated and provided with detailed feedback.

By agreeing to the offer letter, you agree to all of company's policies.

We welcome you to Ganit and wish you a bright & prosperous career with us.

Yours truly,

For Ganit Business Solutions Pvt. Ltd.,

Ashok Harwani

Co-Founder

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Annexure 1

Compensation

Breakup Details-

CTC (Per Annum)		**₹**	**6,00,000**
Fixed Components			
1	Basic Pay	21,086	2,53,032
2	House Rent Allowances	10,543	1,26,516
3	City Compensatory Allowances	10,542	1,26,504
4	Other Allowances		₹ -
Gross Salary		**₹ 42,171**	**₹ 5,06,052**
Other Components (Annual)			
1	Variable Pay		₹ 60,000
Total Other Component			**₹ 60,000**
Other Benefits			
1	PF - Employer Contribution	1,950	23,400
2	ESI - Employer Contribution	-	-
3	Gratuity Benefits	879	10,548
4	Other Benefits		-
Total Benefit Component		**2,829**	**33,948**

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Annexure 2: Documents Required

You would be required to produce the photocopies of following documents one month before your confirmed date of joining. The Originals of the documents may be produced for verification and can be taken back.

1. Education Certificates and mark sheets (X^{th} Onwards)
2. PAN Card
3. Aadhar Card
4. Valid Indian Passport
5. Acceptance of offer letter
6. Provisional degree certificate (if applicable) or NOC from college
7. 2 Recent Passport size photographs (With Formal attire)
8. Banking details for online salary deposit (bank name, branch name, account no., IFSC)

The training offer is contingent upon the satisfactory outcome of the pre-screening activities (including background checks or such other checks as may be deemed right by the company).

Please take note that Company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing training at the Company may be grounds for dismissal with immediate effect.

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Pre-Employment Training

Please get yourself acquainted to the Online Programs given below. This training will help you in enhancing your programing knowledge-

- Introduction to Computer Science and Programming - https://ocw.mit.edu/courses/electrical-engineering-and-computer-science/6-0001-introduction-to-computer-science-and-programming-in-python-fall-2016/
- R Tutorial - https://www.tutorialspoint.com/r/index.htm
- SQL Tutorial - https://www.w3schools.com/sql/ & https://sqlzoo.net/wiki/SQL_Tutorial
- Test your Coding Skills - https://www.hackerrank.com/
- ML Tutorial - https://ocw.mit.edu/courses/sloan-school-of-management/15-071-the-analytics-edge-spring-2017/
- Statistics Tutorial - https://oli.cmu.edu/courses/probability-statistics-open-free/
- Learn Python - https://www.kaggle.com/learn/python
- Learn Pandas - https://www.kaggle.com/learn/pandas

Books to Read

Please find below the list of suggested books to keep you occupied and broaden your thought process.

They will come in handy in the course of your work.

- Business Analytics: The science of Data – Driven Decision Making
- Atomic Habits
- Sapiens: A Brief History of Humankind
- Zero-to-one
- Deep Work
- Thinking, Fast and Slow

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Ganit
data speaks

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Candidate Acceptance:

I KEVIN ABISHAI PRATAP, hereby accept the offer along with all the details provided.

I confirm that all the details communicated by me are true to the best of my knowledge. If any discrepancy is found in my personal documents, I understand that it will make this offer null and void.

Signature:

Date: 11/01/2022

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Scanned with CamScanner

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

OFFER LETTER

Date: 03/01/2022

Name	Email	Contact
Punith C	**punithpuni116@gmail.com**	**8496966623**

Dear Punith,

Congratulations. Welcome to the exciting world of Data Science!

We are pleased to confirm your offer for the position of **Data Analyst**.

This offer comes to you as the culmination of a rigorous selection process, and you are sure to find a challenging peer group at Ganit. We are positive you will find the work environment stimulating and conducive to help realize your goals.

At Ganit, all Data Analysts mandatorily undergo a training period of 2 months, during which you will be called a Data Analyst-Trainee.

You will be offered an annual compensation (CTC) of INR 6,00,000/- (Rupees Six Lakhs only).

We are confident that you will add tremendous value to Ganit and also strengthen Ganit's values. Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome aboard, and best wishes!

Yours Sincerely,



Ashok Harwani
Co-Founder

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Your journey in Ganit for first 365 days

Timeline	Designation	Location
Day 1 to Day 60	Data Analyst-Trainee	Chennai
Day 61 to Day 365	Data Analyst	Chennai

Compensation Details

Data Analyst-Trainee: As a data analyst-trainee, you will receive a monthly salary of INR 15,000/- for the first two months.

Data Analyst: Once you are confirmed as a Data Analyst, your CTC will be INR 600,000/- per year (details in Annexure 1). CTC includes fixed component as well as variable pay (capped at 10% of CTC). On completion of one year at Ganit, you will be eligible for the following:

- Variable Pay based on your performance as well as company's performance over your tenure
- Balance amount of the monthly salary, of the first two months as a Data Analyst-Trainee.

Location

- You will be based out of Chennai Office from day 1 of joining Ganit to day 365 of joining Ganit
- On completion of one year, you will be reporting from either Chennai/Bangalore/New Jersey/Work from home, or any other future locations based on project requirements.

**Please be informed that any change in plans due to pandemic situation will be communicated to you in advance.*

Date of Joining

- We will send a separate communication regarding your date of joining atleast 45 days prior to your confirmed date of joining
- We will be on-boarding you batchwise between July 2022 to Nov 2022.

Latest Resume – Required Immediately

- Please share your latest one-page resume immediately with below details-
  - Email Id
  - Contact number
  - Alternate contact number and contact person name
  - Permanent address
  - Educational background
  - Skills, competencies and programming languages
  - Achievements

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Training @Ganit

You will be trained on concepts that will help you perform your tasks better when assigned to live projects.

- First 2 months you will be trained on following topics-
  - Data Analysis & Modelling in Practice – Excel
  - Basics in Statistics Analysis
  - The Art of Story Telling & Art of Deck Making
  - Fundamentals of Machine Learning Modelling
  - Data Analysis in Practice - Python Basics
  - Data Wrangling - SQL DML Basics
  - Business Intelligence & Reporting - Tableau / Power BI (Others)
  - Data Analysis in Practice - R Basics
  - Fundamentals of Data Engineering
  - Basics of Cloud Computing Infrastructure
  - Case Study Discussions
- After completion of training, you will be assigned to Mock project for on-the-job training
- On successful completion of Mock project, you will be assigned to live project
- At every stage, you will be evaluated and provided with detailed feedback.

By agreeing to the offer letter, you agree to all of company's policies.

We welcome you to Ganit and wish you a bright & prosperous career with us.

Yours truly,

For Ganit Business Solutions Pvt. Ltd.,



Ashok Harwani

Co-Founder

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Annexure 1

Compensation Breakup Details-

CTC (Per Annum)		**₹**	**6,00,000**
Fixed Components			
1	Basic Pay	21,086	2,53,032
2	House Rent Allowances	10,543	1,26,516
3	City Compensatory Allowances	10,542	1,26,504
4	Other Allowances		₹ -
Gross Salary		**₹ 42,171**	**₹ 5,06,052**
Other Components (Annual)			
1	Variable Pay		₹ 60,000
Total Other Component			**₹ 60,000**
Other Benefits			
1	PF - Employer Contribution	1,950	23,400
2	ESI - Employer Contribution	-	-
3	Gratuity Benefits	879	10,548
4	Other Benefits		-
Total Benefit Component		**2,829**	**33,948**

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Annexure 2: Documents Required

You would be required to produce the photocopies of following documents one month before your confirmed date of joining. The Originals of the documents may be produced for verification and can be taken back.

1. Education Certificates and mark sheets (X^{th} Onwards)
2. PAN Card
3. Aadhar Card
4. Valid Indian Passport
5. Acceptance of offer letter
6. Provisional degree certificate (if applicable) or NOC from college
7. 2 Recent Passport size photographs (With Formal attire)
8. Banking details for online salary deposit (bank name, branch name, account no., IFSC)

The training offer is contingent upon the satisfactory outcome of the pre-screening activities (including background checks or such other checks as may be deemed right by the company).

Please take note that Company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing training at the Company may be grounds for dismissal with immediate effect.

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Pre-Employment Training

Please get yourself acquainted to the Online Programs given below. This training will help you in enhancing your programing knowledge-

- Introduction to Computer Science and Programming - https://ocw.mit.edu/courses/electrical-engineering-and-computer-science/6-0001-introduction-to-computer-science-and-programming-in-python-fall-2016/
- R Tutorial - https://www.tutorialspoint.com/r/index.htm
- SQL Tutorial - https://www.w3schools.com/sql/ & https://sqlzoo.net/wiki/SQL_Tutorial
- Test your Coding Skills - https://www.hackerrank.com/
- ML Tutorial - https://ocw.mit.edu/courses/sloan-school-of-management/15-071-the-analytics-edge-spring-2017/
- Statistics Tutorial - https://oli.cmu.edu/courses/probability-statistics-open-free/
- Learn Python - https://www.kaggle.com/learn/python
- Learn Pandas - https://www.kaggle.com/learn/pandas

Books to Read

Please find below the list of suggested books to keep you occupied and broaden your thought process.

They will come in handy in the course of your work.

- Business Analytics: The science of Data – Driven Decision Making
- Atomic Habits
- Sapiens: A Brief History of Humankind
- Zero-to-one
- Deep Work
- Thinking, Fast and Slow

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Geeyam Tech Square,
57, Estate Main Rd, Industrial Estate,
Perungudi, Chennai 600096

Candidate Acceptance:

I _____, hereby accept the offer along with all the details provided.

I confirm that all the details communicated by me are true to the best of my knowledge. If any discrepancy is found in my personal documents, I understand that it will make this offer null and void.

Signature:

Date:

www.ganitinc.com contact@ganitinc.com +91-44-48628095

Hewlett Packard Enterprise

Hewlett Packard Enterprise GlobalSoft Private Limited
No. 24, Salarpuria Arena
Hosur Main Road, Adugodi
Bengaluru – 560 030
Karnataka
India
www.hpe.com

26/05/2022

Dear Lara J S/o/D/o <<Enter Father's Name manually>>,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party, and the results of such background checks being favorable in HPE's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

Hewlett Packard Enterprise GlobalSoft Private Limited, No. 24, Salarpuria Arena, Hosur Main Road, Adugodi, Bengaluru – 560 030, Karnataka, India

26/05/2022

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

Lara J

D/O John M, #87, Arehalli, Lingapura, Belur Taluk, Hassan District, Karnataka

Hassan India 573101

Dear Lara J,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 12/09/2022.

Your appointment at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. is on the following terms and conditions:

1 Remuneration (Mainstream employees only)

Your annual total gross remuneration will be made up of the following components

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

1.2. Allowances and Benefits Plan (ABP):

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

1.4. Gratuity:

-

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

1.6. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

1.7 Relocation Expenses

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: GRSB

Job Family: Customer Solution Center-Techn

Job Code & Job Title (Internal): 00S30F - Technical Solutions Cons I

Job Level: Entry

Salary Grade: M14

2.2. Work Place

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

You are initially appointed to work in our office in Pune . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.

8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.

9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.

10) Minimum wages provisions would apply as applicable.

Enclosed:

a) Annexure (I) - Annualized Compensation & Benefit Statement

b) Annexure (II) - Allowances and Benefit Plan

c) ARCIPD

Annualized Compensation & Benefits Statement – Annexure I

All figures are INR per annum

(A) Basic Salary Rs 200,000.00

(B) Allowances and Benefits Plan Rs 300,000.00

IND - Provident Fund Rs 0.00

IND - Gratuity @ 4.81% of Basic Rs 0.00

IND - Differential Gratuity Plan Rs 0.00

Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.

Total Cost to Company 500,000.00

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

26/05/2022

Lara J

CONFIDENTIAL

Dear Lara J,

Further to our letter of appointment dated 26/05/2022**,** we are pleased to offer you a signing bonus of INR₹50,000.00

The payment of the signing bonus shall be paid to you in full within two pay cycles from your employment start date.

Terms and conditions applicable in respect of Signing Bonus are as follows:

The signing bonus is payable to you on afore mentioned instalments after you start your employment with Hewlett Packard Enterprise GlobalSoft Pvt. Ltd..

The signing bonus is taxable, and all regular payroll taxes will be withheld.

In the event there is a separation or termination of your employment with the Company prior to the completion of **one year** from the date of your joining the Company for any reason whatsoever, you agree that you shall return the entire Bonus (actual bonus paid + applicable taxes) paid to you by the Company as on the date of your separation (last working day) from the Company.

In the event there is a separation or termination of your employment with the Company prior to the completion of from the date of your joining the Company for any reason whatsoever, you agree that you shall return the entire Bonus (actual bonus paid + applicable taxes) paid to you by the Company as on the date of your separation (last working day) from the Company.

The Company shall also be entitled to take this Bonus into account for reconciling any amounts due to

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

you from the Company upon separation/ termination as aforesaid. Any such deduction from amounts owed to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amounts of uncovered Bonus, if any. You shall not be bound to return the Bonus to the Company after the expiry of one year from the date of your joining the Company.

We hope that your association with the Company will be satisfying and mutually beneficial. Please sign and return the original of this letter as a token of your acceptance and understanding of the above terms.

It is hereby accepted and understood that this letter records the complete terms regarding the subject matter hereof.

Annexure II

Allowances and Benefits Plan (ABP)

1.a. House Rent Allowance:

20% of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

(OR)

1.b. Actual Rent paid towards Company Leased premises

Supporting Documents: Lease Agreement

2. Leave Travel Concession (LTC will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2022 to 2025)

INR 24000 (per annum)

Supporting Documents- Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Broadband and Telephone Reimbursement - INR 24,000 per annum

Supporting Documents: As per program guidelines

4. Advance Bonus Exgratia **-** For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia

Flexible Allowances and Benefits Plan:

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

5. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) : Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration*

6. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration*

7. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday): Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

8. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

9. Additional House Rent Allowance - Additional HRA can be allocated up to 30% of Annual Basic

10. Please refer to the detailed policy documents available in the India benefits portal.

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

<u>Guidelines governing Allowances and Benefits Plan (ABP)</u>

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:

a) 25% of the annual kitty in Q1

b) 25% of the annual kitty in Q2 & balance of Q1, if any

c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any

d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

For the purposes of the plan, the quarters will be as follows:

a) Q1 - April, May, June
b) Q2 - July, August, September
c) Q3 - October, November, December
d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:
   Original required for verification - Yes
   No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:
   Original required for verification - Yes

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

Original required for verification - Yes

No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No

No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No

No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No

No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes

No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:

Original required for verification - Yes

No of copies - Four

FOR Company



Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

10. NSR Registration Number:

Original required for verification - N/A

No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

No of copies - N/A

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Burma (Myanmar)
Cambodia
Cuba
Georgia
Hong Kong
Iran
Iraq
Kazakhstan
Kyrgyzstan
Laos
Libya
Macao (Macau)

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

Moldova
Mongolia
North Korea (DPRK)
People's Republic of China (PRC)
Russia
Sudan (Khartoum)
Syria
Tajikistan
Turkmenistan
Ukraine
Ukraine (Crimea Region)
Uzbekistan
Venezuela
Vietnam
Yemen

Agreement Regarding Confidential Information and Proprietary Developments

India

Lara J

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;

(b) to hold such information in confidence and trust; and

(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;

(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;

(c) to assign any right of recovery for past damages to Company; and

(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____

Hewlett Packard Enterprise

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, **"Competing Line of Business"** includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). **"Company Employee"** means an individual employed by or retained as a consultant to Company or its related corporations. **"Company Supplier"** means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

Hewlett Packard Enterprise

intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee**. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company



Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee
Name: _____

Signature: _____
Date: _____

October 13, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Hemanth T S,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

You may have an opportunity to undergo an IBM Orientation Program specially designed for all college campus hires which will be conducted at your college or external premises. This training is to enable you to acclimatize to the industry and refresh your technical skills. These are voluntary programs, and you may also opt to ensure that your technical skills are up to date, on your own initiative. Should you choose to undergo this program, a separate communication with terms and conditions may be issued to you in this respect.

You may be required to clear additional assessments to the satisfaction of IBM, before a formal offer of employment is issued.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & prescreening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

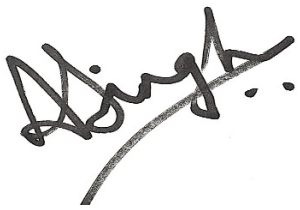
Please note this Expression of Interest is neither an offer nor a legally binding contract of employment. The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal fixed term employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
  IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

- **Meal Delivery Service**
  We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

7th July 2022

CONFIDENTIAL

Mithun T M
Lakshmi Venkateswara Nilaya,
3rd Cross, Dhaneshwari Nagar,
Haveri(D), 581110

Email: mithun.tm.gowda@gmail.com
Contact: 7406619523

Dear Mithun,

Sub: Letter of Intent

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Graduate Engineer Trainee - IT (Grade 25)** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.5,00,000/- (INR Five Lakhs Only) per annum**
2. You will be under Training for 12 months
3. You will be posted at **Bangalore Office.**
4. A formal letter of appointment will be issued at the time of joining.
5. If you intend to leave the services of the Company, you have to give 90 days prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
6. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
7. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
8. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. **This offer of appointment is subject to your medical fitness.**
9. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty at **Bangalore Office.**
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Passport, Driving License, AADHAR
    d. PAN card is mandatory.
    e. Three passport and four stamp size photographs.
    f. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **1st Aug 2022**
Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 9th July 2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

Praveer Kumar Kullu
Senior General Manager - Human Relations

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

Name	**Mithun T M**
Grade	**25**
Designation	**Graduate Engineer Trainee**

Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	18,911	226,929
House Rent Allowance	9,455	113,465
Conveyance Allowance	7,564	90,772
Children Education Allowance	1,891	22,693
Medical Allowance	788	9,455
Leave Travel Assistance	788	9,455
Base Pay Total (A)	**39,397**	**472,769**
Retirement Benefits (B)		
Provident Fund (Employer's Contribution)	2,269	27,231
Retirement Benefits Total (B)	**2,269**	**27,231**
Total Compensation (A+B)	**41,667**	**500,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

Praveer Kumar Kullu
Senior General Manager - Human Relations

THOMSON REUTERS

PRIVATE AND CONFIDENTIAL

September 20, 2022

Vineeth Raju Parashar
Bangalore

Dear Vineeth,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 20, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Software Engineering Intern** on the following terms and conditions:

Nature of Training:

You will be undergoing training in our establishment in the area of "**Text Metadata Systems**" effective from **October 3, 2022** and during the course of training you shall be under the guidance of **Alwan Sadagopan**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **October 3, 2022** for a period of **5** Months from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **March 3, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. **20,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 3, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

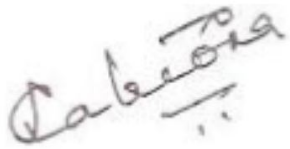
If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.

THOMSON REUTERS

You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,
Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)



Catriona Mackness
Director Regional HR, India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.
I shall report to Training on **October 3, 2022**.

PLACE: Bangalore
DATE:
SIGNATURE OF CANDIDATE:

IntelliPaat Software Solutions Pvt. Ltd.

AMRTech Park 3,Ground Floor,
Tower B, Hongasandra
Village,Bommanahalli,Hosur
Road,Bengaluru-56008
(M):+91702237464
www.intellipaat.com

Date: October 13th,2022

To
Indraneel Mukherjee
Bangalore

Dear Indraneel Mukherjee,

Bangalore

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification, if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka
Mobile: +91 7022374614

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the

same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
Intellipaat Software Solutions Private Limited



Dewakar Singh Bisht
Director– Human Resources

IntelliPaat Software Solutions Pvt. Ltd.

AMRTech Park 3,Ground Floor,Tower B, Hongasandra Village, Bommanahalli, Hosur Road, Bengaluru-560068
(M):+917022374614
www.intellipaat.com

Date: October 13th,2022

To
Indraneel Mukherjee
Bangalore

Dear Indraneel Mukherjee,

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at Intellipaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) **Designation:**

Your designation will be **'Business Development Trainee'.**

2) **Compensation & Benefits:**

a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

b) Your Annual Compensation will be Rs. **8,65,600/-** (Rupees Eight Lakhs Sixty-Five Thousand and Six hundred only) per annum. (The employee is eligible for Rs.**1,00,000**/-of insurance after 3 months of joining).

c) Your compensation will be reviewed after the completion of **12 months** from the date of Previous Hike Salary.

d) Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) **Effective Date of Joining**:

You are requested to report for duty on **31st, October, 2022**. Your application will come into effect from your date of joining

4) Notice Period:

Subject to any other agreement between you and the company:

a) The probation period is **4 months.**

b) Your employment is terminable by Intellipaat without giving notice in writing in the probation period.

c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaat can hold your salary/experience letter/relieving letter after joining.

d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

e) In the event of any breach in the terms and conditions stated in the Services Conditions and/or Non-Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Non-Disclosure Agreement.

b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement are subject to statutory requirements and the company policy.

Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month's salary will be dispersed along with your **4th** month's salary.

Yours truly,

For Intellipaat Software Solutions Private Limited



Dewakar Singh Bisht
Director– Human Resources

I agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name:_____

Signature:_____

Place:

_____

Date:

_____

IntelliPaat Software Solutions Pvt. Ltd.

Annexure

Name: Indraneel Mukherjee

Particulars	First 4 months	Next 4 months	After 8 months	Yearly
Basic	11,340	12,990	18,490	221,880
HRA	5,160	5,760	7,760	93,120
Conveyance Allowance	1,600	1,600	1,600	19,200
Mobile bill	516	576	776	9,312
Broadband bill	516	576	776	9,312
Medical reimbursement	1,250	1,250	1,250	15,000
Special allowance	1,618	2,248	4,348	52,176
PF (Employees Contributions)	1,800	1,800	1,800	21,600
PF (Employer Contributions)	1,800	1,800	1,800	21,600
Professional Tax	200	200	200	2,400
Fixed Cost to Company	**25,800**	**28,800**	**38,800**	**465,600**
Performance Based Incentives				400,000
Total Cost to Company				**865,600**

During your first 8 months you are eligible to get upto Rs 200,000/- as incentive based on your performance

Documents required during Joining

1. **ID Proof:** Copy of Aadhaar card/Passport/Pan card/Voter ID card/Other Government Photo ID

2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card

3. **Employment Verification Documents**

a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
b) Copy of current employer's Relieving and Work Experience Letter.
c) Copy of last 3 months' Salary Slip / Certificate.

4. **Other Documents:**

a) Passport Size Photographs (3).
b) Copy of PAN Card.
c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,
For Intellipaat Software Solutions Private Limited

Intellipaat Software Solutions Pvt. Ltd. Bangalore

Dewakar Singh Bisht
Director– Human Resources

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



22/06/2022

Darshan Ravikumar
A-602, Confident Aquila,
Sompura Gate, Sarjapur Road
Bangalore
562125

Dear Darshan,

Welcome to IQVIA™
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {India-Associate Software Developer - 130}. You will be based in Bangalore, India (INBGL1, 42.5, Omega). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - ₹700,000.00

PROVIDENT FUND - 33600

FIXED COST TO COMPANY (1+2) - 733,600

ANNUAL INCENTIVE PAY TARGET* - 56000

TOTAL COST TO COMPANY (3+4) - 789,600

ANNUAL INCENTIVE PAY TARGET*

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

This offer is contingent upon your successful completion of your current degree. You are required to produce the original pass certificate/ mark sheet by the end of your probation period certifying that you have successfully completed the degree, failing which the company may, in its sole discretion, elect to terminate or suspend your employment immediately.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

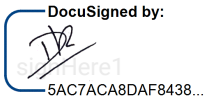
Rashmi Avinash
Director, Talent Acquisition Team

For IQVIA RDS (India) Private Limited

Joining Date: 30-Jun-2022

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7





DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 30-Jun-2022 is made and entered by {IQVIA RDS (India) Private Limited} (hereinafter “IQVIA” and Darshan Ravikumar, AGED ({22} (DOB: {24-Mar-2000}), [S-D]/o {Ravikumar R} having Aadhar No. {6546-1862-1901} (hereinafter the "Executive").

IQVIA desires to employ this Executive as India-Associate Software Developer and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a India-Associate Software Developer and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

2.3 This Executive's base of operation shall be Bangalore, India (INBGL1, 42.5, Omega) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. **COMPENSATION**

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹700,000.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. **TERM OF EMPLOYMENT**

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive’s employment with IQVIA (the “Probation Period”), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

(i) your performance of your job in an unsatisfactory manner, as determined by the Company;

(ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;

(iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;

(iv) your misconduct, violation of any law classified as a felony or dishonesty; or

(v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. **COMPENSATION AND BENEFITS UPON TERMINATION**

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. **IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES**

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

“Covered IQVIA Offering” means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information”

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. **EMPLOYEE REPRESENTATIONS**

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:
(i) Gain unauthorized access to the computer system or computer network; or
(ii) Download, copy or extract any information or data from such system; or
(iii) Introduce any harmful code; or
(iv) Cause any damage to the system or network; or
(v) Cause the non-functioning or malfunctioning of any system or network; or
(vi) Cause denial of access to any authorized person to the system or network; or
(vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
(viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
(ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
(x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment. Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

(i) IQVIA data and databases.
(ii) Statistical methodologies, computer software and documentation.
(iii) Information about employees (including compensation, benefits and performance reviews).
(iv) Lists of customers and prospective customers.
(v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
(vi) Methods of doing business and business processes.
(vii) Financial information relating to the performance of the Company.
(viii) Internal policies accessible only to employees during employment.
(ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:
If to the Executive, to: Executive's Residential Address
Darshan Ravikumar
A-602, Confident Aquila,
Sompura Gate, Sarjapur Road
Bangalore
India
562125

If to the Company, to:

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7



IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

DocuSign Envelope ID: 7202C5E4-863E-4F04-B6A0-BEBC406B2AA7

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

DocuSigned by:
sign here1
5AC7ACA8DAF8438...

For and on behalf of
IQVIA RDS (India) Private Limited

Rashmi Avinash
Director, Talent Acquisition Team

SALARY AND BENEFIT STATEMENT		
NAME	**D Dhruthi Sagar**	
DESIGNATION	**Associate Software Developer**	
GRADE LEVEL	**130**	
1. SALARY COMPONENTS	**per Month (INR)**	**per Annum (INR)**
BASIC	23,333	280,000
HRA	11,667	140,000
SPECIAL ALLOWANCE	23,333	280,000
ANNUAL GROSS PAY (AGP)	**58,333**	**700,000**

2. RETIRAL BENEFITS	**per Month (INR)**	**per Annum (INR)**
PROVIDENT FUND	2,800	33,600

FIXED COST TO COMPANY (1+2)	**INR 733,600**

3. ANNUAL INCENTIVE PAY TARGET*		**per Annum (INR)**
ANNUAL INCENTIVE PAY TARGET*		**56,000**

TOTAL COST TO COMPANY (1+2+3)	**INR 789,600**

ANNUAL INCENTIVE PAY TARGET*

You may participate in non-salary compensation programs as may be available subject to applicable terms, conditions and eligibility requirements of such programs and at the program administrator's discretion. Entitlement and the amount payable under such program shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under such programs are not guaranteed.

OTHER BENEFITS

Gratuity: The eligibility and amount of this benefit is as per the applicable laws.

Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.

Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.

Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

STRICTLY CONFIDENTIAL
LETTER OF OFFER

Date: **12-Jun-2022**
S. No: 4326 / Vacancy ID:78039

Dear **Chaitanya D**,

National Identification Number: PAN: CLWPC4293G

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **31-Aug-2022** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

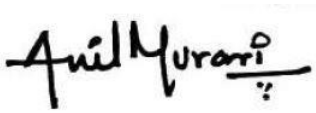
Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited



Anil Kumar Murari
Head - Human Resources & Administration (India)

I accept and agree:

Signature
Date: ____/____/____

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

ANNEXURE – A

Name	: **Chaitanya D**	
Designation	: **Trainee Software Engineer**	
Date of Joining	: **31-Aug-2022**	
SALARY STRUCTURE		
Gross Salary Components	**Monthly (INR)**	**Annual (INR)**
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	**54167**	**650004**
Other Components	**Monthly (INR)**	**Annual (INR)**
Snacks Allowance	700	8400
Communication Allowance	3000	36000
Provident Fund company contribution#	1800	21600
Statutory Bonus	0	0
Gratuity##	1302	15624
Other Components (B)	**6802**	**81624**
Total Cost (A+B)	**60969**	**731628**
Annual Total Cost (A+B) in words	Seven Lakh Thirty One Thousand Six Hundred Twenty Eight	

- You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 31-Aug-2022. The performance criteria for the 2022 scheme is based on the Group achieving the target.
- # Provident Fund company contribution up to maximum up to INR 1800 per month
- ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

ANNEXURE – B

No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Group Mediclaim Coverage (GMC)	INR 5,00,000/-	Employee + 5 Dependents
3	Group Personal Accident (GPA)	INR 10,00,000/-	Employee
4	Group Term Life Insurance (GTLI)	4 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 5,00,000/-	Employee
7	Gratuity	As per Gratuity Act	Employees completed 5 years and above
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (one in a year)	Employee
10	Crèche Benefit	INR 16,000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act (26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

STRICTLY CONFIDENTIAL
LETTER OF OFFER

Date: **13-Jun-2022**
S. No: 4328 / Vacancy ID:66952

Dear **Shilpa D P**,

National Identification Number: PAN: GFXPP4378Q

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **31-Aug-2022** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

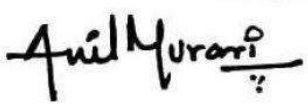
Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited



Anil Kumar Murari
Head - Human Resources & Administration (India)

I accept and agree:

Shilpa D P

Signature
Date: 14 / 06 / 2022

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

ANNEXURE – A

Name	: **Shilpa D P**	
Designation	: **Trainee Software Engineer**	
Date of Joining	: **31-Aug-2022**	
SALARY STRUCTURE		
Gross Salary Components	**Monthly (INR)**	**Annual (INR)**
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	**54167**	**650004**
Other Components	**Monthly (INR)**	**Annual (INR)**
Snacks Allowance	700	8400
Communication Allowance	3000	36000
Provident Fund company contribution#	1800	21600
Statutory Bonus	0	0
Gratuity##	1302	15624
Other Components (B)	**6802**	**81624**
Total Cost (A+B)	**60969**	**731628**
Annual Total Cost (A+B) in words	Seven Lakh Thirty One Thousand Six Hundred Twenty Eight	

- You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 31-Aug-2022. The performance criteria for the 2022 scheme is based on the Group achieving the target.
- # Provident Fund company contribution up to maximum up to INR 1800 per month
- ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

ANNEXURE – B

No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Group Mediclaim Coverage (GMC)	INR 5,00,000/-	Employee + 5 Dependents
3	Group Personal Accident (GPA)	INR 10,00,000/-	Employee
4	Group Term Life Insurance (GTLI)	4 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 5,00,000/-	Employee
7	Gratuity	As per Gratuity Act	Employees completed 5 years and above
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (one in a year)	Employee
10	Crèche Benefit	INR 16,000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act (26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee

Ivy Software Development Services Private Limited
5th Floor, "B" Block, Divyasree Omega, Plot No13/E, Survey No.13(part), Kondapur, Hyderabad, Telangana 500084. INDIA
Telephone: +914044721000 | GSTIN: 36AADCI6283R1ZS | CIN : U72500TG2014PTC095528
www.ivy.global

Analytics Quotient

Date: November 17, 2021

Dear Kushal J

Re: Letter of Intent

Following your interview with **Analytics Quotient Services India Ltd., (A KANTAR Company)**, we are happy to inform you that you have been selected for the position of **Analyst II** at our Bangalore office.

Please take this letter of intent as a confirmation of your selection under the AQ Campus Program 2021 -2022.

Your annual total compensation will be INR 500,000/-.

You will receive the formal terms and conditions of employment along with detailed salary break up in 2022, subject to you successfully completing the course at the end of the academic year.

We look forward to connect with you in the very near future to communicate the joining date. In the interim, please sign the duplicate copy of this letter as a token of your acceptance and return it to us for our records. Please do not hesitate to contact us if you require further information.

We welcome you to AQ (Kantar Company) and look forward to your contribution to the growth and success of the company.

Yours sincerely

Vanita Prasad.

Vanita Prasad
Head - HR, Analytics Quotient

Signature: J Kushal
Name: Kushal - J
Date: 18/11/2021

KEYENCE

KEYENCE INDIA PVT. LTD.

SKCL TRITON SQUARE, 1ST FLOOR, UNIT NO: C3 TO C7, THIRU-VI-KA INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600 032, TAMIL NADU, INDIA.
Phone: +91(44) 4963 0900, Fax: +91(44)-4963-0901 CIN: U33130TN2011FTC081813 E-mail: info@keyence.co.in Website: www.keyence.co.in

OFFER LETTER

To

Mr. Khundrakpam Neelachandra,

Dear Candidate,

Thank you for meeting us to pursue an employment opportunity with our organization.

Based on your Bio-data and the interview you had in connection with your employment in our Company, we are pleased to make you an offer of appointment as **Consulting Sales Engineer** in the Sales Department on the remuneration as offered and agreed by. The Management reserves the right to bifurcate or merge the allowances in future. Please refer below proposed annual salary structure.

Salary and Other Allowance Annual	INR	4,34,560/- (Fixed)
Variable Incentive & Bonus	INR	37,200/- (Based on performance)
Total Annual Salary		**INR 4, 71,760/- (Including variable)**

Note: *If candidate relocated to other location, then eligible to get relocation bonus, accommodation benefits, home trip allowance, spoken language support fee and home appliances movement support fee.*

While this offer of appointment is being made for Consulting Sales Engineer the management reserves the right to utilize your services in any of our group companies, located elsewhere in India or abroad, either in existence or which may come into existence. Your initial place of posting will be at any location in India (**Chennai / Bangalore / Pune / Gurugram / Other location)**. However, we will intimate your date joining, reporting address and training schedule in One Month before from the date of joining by e-mail. The proposed joining date is 1st July 2022.

This appointment offer is subject to:

1. Successful completion of your Graduation
2. The information provided by you in your Bio-data and interviews being correct and valid.
3. Subject to submission of below documents

KEYENCE

KEYENCE INDIA PVT. LTD.

SKCL TRITON SQUARE, 1ST FLOOR, UNIT NO: C3 TO C7, THIRU-VI-KA INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600 032, TAMIL NADU, INDIA.
Phone: +91(44) 4963 0900, Fax: +91(44)-4963-0901 CIN: U33130TN2011FTC081813 E-mail: info@keyence.co.in Website: www.keyence.co.in

4. This offer letter accepted and not joined as per our above requested date, the candidate must undertake to pay penalty of one month salary to Keyence India Private Limited.

5. This offer is valid from the date of your joining which should not be later than our requested date of joining. Your formal appointment letter will be issued at the time of your joining. In the meantime, we request your confirmation of acceptance of this offer by retuning us a signed copy of this letter (or) you can send singed scanned copy of confirmation letter to hr@keyence.co.in by e-mail, within one week from your date of interview. If there is no acceptance received within one week this offer letter is invalid

Please bring the following documents at the time of your joining:

1. Original and Photocopies of all your certificates
2. Copy of Residential address proof
3. Copy of PAN Card
4. Copy of Aadhaar Card
5. Copy of Driving Licence (if available)
6. Copy of Passport (if available)

We look forward to your joining our organisation at the earliest.

Yours faithfully

For KEYENCE INDIA PRIVATE LIMITED

Authorized Signatory

ACCEPTANCE DECLARATION:

I have read and understood the above terms and conditions of my offer letter and accept the same and agree to abide by them.

Signature of the Employee:

Name : S Neelsingh

Date : 2-Oct-2021

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Aryan Jain,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Cloud Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 12/07/2022

Signature: _____

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Aryan Jain**
DESIGNATION	**Cloud Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Raksha CR,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Associate Software Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of

90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 09/07/2022

Signature: 

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Raksha CR**
DESIGNATION	**Associate Software Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Gagan M N,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Junior BI Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross)*** as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore.**

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: 11-July-2022

Signature: Gagan MN

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE UMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Gagan M N**
DESIGNATION	**Junior BI Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited

Manish Sinha
HR Leader

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

8 July 2022

Dear **Sai Lakshmi Lasya V,**

APPOINTMENT LETTER

On behalf of Koch Business Solutions India Private Limited, I am pleased to confirm our offer of employment to you as ***Data Engineer.*** At Koch Industries, challenge is integral to who we are. We challenge ourselves to improve people's lives by creating better products and using fewer resources. At the same time, we challenge barriers that hinder competition, opportunity, innovation, and progress. Here, our employees are expected to be creative and innovative, so we can continue to create value for our customers and society. We look forward to you joining the Koch Industries team. The following information summarizes the details of our offer.

1. You will initially be paid a total salary of ***INR* 700,000 *CTC annually*** Your salary may change from time to time upon review by the Company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the Company may determine from time to time, and this agreement will continue to apply irrespective of the same. Additionally, you will receive a one-time bonus of ***INR 50,000 (gross***) as a taxable sign-on bonus payable on your first paycheck. Your sign-on bonus is subject to repayment if your employment with the Company ends at any time prior to your one-year anniversary of the first day of employment as in the role described by this offer.

2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations, etc. as stipulated from time to time by the Company.

3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:

- **Provident Fund:** Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.

- **Gratuity:** Gratuity will be paid to you in terms of the Payment of Gratuity Act, 1972. For the purposes of gratuity, your services at Koch Business Solutions India Private Limited will also be considered.

- **Medicare Program:** You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes/Benefits as per company policy. You will be entitled to Company provided medical/ group life and accident insurance/Benefits based on the Company's current medical insurance and other insurance/Benefits scheme, including the benefits stipulated under the Employee's

Compensation Act, 1923. Medical Insurance premium for employees, spouse and children would be paid 100% by the company and premium for parents will be paid by employees.

4. The Company will undertake background verification of records pertaining to education, previous employment(s), mentioned in the resume/ CV, application seeking employment, etc. The Company's policy is to complete this process prior to onboarding. In order to timely complete this process, you will receive a link and must log in to the vendor's system to initiate the application process within 3 days of receiving the link. You must submit all relevant information required for background checks within one week. Failing to initiate application within the specified time may lead to the Company rescinding the offer/termination of employment. The Company reserves its right to decide on the status of your employment based on the outcome of the background checks

5. You will be entitled to 18 days of annual/ earned leave and 12 days sick/ casual leave during a calendar year. You may accumulate annual up to a maximum of 45 days and sick/casual leave up to a maximum of 30 days. Beyond the allowed limits of carry over, un-availed annual/ sick/ casual leaves shall lapse. Your leave would be governed by the leave rules of the Company modified from time to time.

6. The company operates on a five-day week working that is from Monday to Friday. Working hours are subject to organization needs and changes.

7. Your employment in the organization is governed by the standing orders and personnel policies of the Company as amended from time to time by the management.

8. Your initial place of posting shall be at **Bangalore**.

9. The management reserves the right to transfer your services to any other department / unit at any other place or to any other division/ unit of the Company, whether now existing or that may be established in future or to any other Company or establishment of the group in India. In the event of such transfer, you will be governed by the service conditions prevailing at the division/unit/company to which you would be transferred.

10. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your employment.

11. As part of your onboarding process, you shall be required to complete relevant training and to execute the Company's standard Confidential Information and Inventions Agreement regarding protection of confidential and proprietary information

12. After commencement of employment, the contract may be terminated by either party by giving 90 days advance notice of intention to terminate or by payment of 90 days salary in lieu of 90 days' notice. Acceptance of early release before completing the notice period is at the discretion of the Management.

13. The Company operates in a 24/7 environment, and it is expected that you work at least 5 days in a week as per the shift schedule notified to you by your supervisor. The working hours and weekly shift schedules are subject to changes as per business needs and in accordance with the overtime laws.

14. Notwithstanding anything contained in the Code of Conduct, you hereby agree and confirm that you shall not be employed in any other business or entity apart from Koch Business Solutions India Private Limited as on the date of joining at Koch Business Solutions India Private Limited and thereafter, throughout the term of your employment. A breach of this clause shall result in termination of employment without any consideration of notice period.

15. You shall retire from the services of the Company on attaining the age of 60 years.

16. The Company's practices involving the personal data of employees are set out in the Employee Privacy Notice (EPN) found on the VTA and company intranet.

In token of acceptance of the above terms and conditions, please sign the enclosed copy of this appointment order and return the same to us.

Thanking you,

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

I acknowledge and accept the above terms and conditions of employment with Koch Business Solutions India Private Limited unconditionally. I confirm that I have no contractual obligation to my current/previous employer/s that will prohibit my acceptance of this job offer or potentially expose Koch to litigation.

I shall report to duty on **12-Jul-2022**

Date: _____

Signature: _____

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Agreed date of Joining: **Tuesday, July 12, 2022***

**This remuneration is valid as an offer until the above-mentioned date or onboarding, whichever is earlier*

ANNEXURE – I

NAME	**Sai Lakshmi Lasya V**
DESIGNATION	**Data Engineer**
DATE OF JOINING	**Tuesday, July 12, 2022**
SALARY DETAILS	
	ANNUALLY (INR)
BASIC	249,768
HRA	99,907
EDUCATION ALLOWANCE	2,400
OTHER ALLOWANCES	272,345
GROSS (BASE SALARY)	**624,420**
RETIRALS	
COMPANY'S PF CONTRIBUTION	29,972
GRATUITY*	12,008
TOTAL RETIRALS	**41,980**
OTHER BENEFITS	
TRANSPORT ALLOWANCE**	33,600
Total CTC	**700,000**

*Gratuity will be paid as per the Payment of Gratuity Act.

** Transport Allowance will not be payable if you use company organized transport

For Koch Business Solutions India Private Limited



Manish Sinha
HR Leader

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Akansha,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Akansha,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

kyndryl

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Akansha M P	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Chetana A N,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Chetana A N,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Chetana A N	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE
- -
PRINTED NAME
- -
DATE OF JOINING
- -
DATE
- -

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE
- -
PRINTED NAME
- -
DATE
- -

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India

Dear Hrithik ,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as a Associate - Technical Engineer, 04G effective August 17, 2022. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you

© Kyndryl 2021

kyndryl

August 10, 2022

Kyndryl Solutions Private Limited

2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
https://www.kyndryl.com/kyndryl

Dear Hrithik,

The world is transforming rapidly, and technology is paving way for more innovations in the way we live and work today. These advancements have introduced newer ways in driving business operations, business models, industries, and outcomes. We have exponentially more power to reach the full potential of our life and work today. And this is Kyndryl's vision for the future- advancing the human progress.

We invite you to join us as a Associate - Technical Engineer, in band 04G for your dream job ever. You will be working with passionate Kyndryls, business and technology experts, who are constantly building their knowledge and expertise to find the best solutions for our clients, helping them achieve their goals and create newer possibilities.

At Kyndryl, you will experience an inclusive and collaborative culture where you will get an open platform to bring your ideas and solutions to the fore, no matter your area of expertise - you have an audience that listens to you from Day 1. You will have access to world-class learning opportunities that will help you create the career you've always imagined. Join us and you'll be proud to call yourself a Kyndryl.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 17, 2022. Please contact us immediately if you require an alternative joining date to Candidate-Management-Team@Kyndryl.com (Kyndryl candidate query management). If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.

© Kyndryl 2021

kyndryl

- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
    - Voter ID card
    - Driving Licence
    - Aadhaar Card
    - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

© Kyndryl 2021

kyndryl

- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
    - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
    - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
    - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
    - You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
    - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
    - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.

© Kyndryl 2021

- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

  Settling in Allowance - A one-time amount of INR 25,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.

© Kyndryl 2021

KYNDRYL CONFIDENTIAL

ANNEXURE A

DATE	August 10, 2022		
NAME	Hrithik D A	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	Bangalore
Compensation Components		Kyndryl Offer (in INR)	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
3. Annual Reference Salary (ARS)		394760	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		425000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

© Kyndryl 2021

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

© Kyndryl 2021

kyndryl

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory



Ritwik Jha (Talent Acquisition Leader - APAC)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) “Flat” Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company’s contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:
This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:
This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)
By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 30 days of the child birth) and newly married spouse (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *
**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

© Kyndryl 2021

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.

ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) Incase of any injury resulting in Death or permanent total disability.

c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

© Kyndryl 2021

kyndryl

Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, “Kyndryl”), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

‘Confidential information or material’ of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees’ written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver’s license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this

© Kyndryl 2021

kyndryl

Paragraph 2(a), “Restricted Area” shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), “employee of Kyndryl” shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys’ fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl 's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, “artist’s rights” or “moral rights” in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivate works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

© Kyndryl 2021

kyndryl

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development Date Created Named Party/Termination Date

© Kyndryl 2021

kyndryl

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl . I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl .

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl ’s internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.

9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

© Kyndryl 2021

kyndryl

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name(please print)	Employee's Signature	Employee Serial	

© Kyndryl 2021

LTI
Let's Solve

Date: October 14, 2021

Ref: LTI/HR/EN3/Campus/2022

Name: Prasad M S

College: Dayananda Sagar College of Engineering

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Prasad M S,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee.** This offer is on the following terms and conditions, subject to a successful background check

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs.30000** as per the details mentioned in **'Annexure-1'.**

2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.

3. You are required to register yourself as an'apprentice' on the apprenticeship portal http://www.mhrdnats.gov.inwithin [7] days from the date of this offer or once your final semester is completed as applicable. You shall be required to accept the offer on the portal site as well.

4. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**. Your appointment is in accordance with the Apprentices Act, 1961.

5. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. You may also need to submit other such documents as Company deems fit from time to time. In order to facilitate the joining process, we require documents in original from your end, which are mentioned in **'Annexure-3'**.

6. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.

   If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter**on the **CampBuzz Portal** (https:\\campbuzz.lntinfotech.com) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the CampBuzz portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. All Annexures appended herewith shall form an integral part of this letter.

8. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

LTI
Let's Solve

9. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

10. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

11. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-4'.

12. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings will be used to allocate you on various projects and the results would also impact your date of joining.

    If you do not get the minimum score required, you will be asked to reappear for the training assessments prior to your date of joining.

    We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



_____

Nikhil Govekar
Director - Campus Recruitment, Learning & OD

I have read the letter and accept the same.

_____

Signature and Date

LTI
Let's Solve

ANNEXURE-1

Name : Prasad M S Grade : GA2	Date : October 14, 2021
COMPONENTS	Rs. (P. M.)
Stipend	30000

Medical Insurance Premium

The Group Mediclaim Policy of Company covers trainee, employee and Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Trainees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

LTI
Let's Solve

ANNEXURE-2

Eligibility Criteria for Engineering - Year 2022 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2022)	Less than 24 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma. **No Year drop allowed.**
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA
	• For the interview process, an aggregate of 60% & above till the results of the last conducted examination will be considered • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results
	• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	• Conversion from CGPA into Percentage must be calculated as per your respective University norms
	• Provisional/Passing Certificate(of all courses) must state **First class**
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• **No active/live backlogs allowed at the time of the interview process** • All backlogs (if any) must be cleared with the final semester exams • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)
	• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full Time courses Only
Year of Passing:	2022 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Let's Solve

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.

2. I am aware that this recruitment process is completely free of cost.

3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.

4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.

5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement

6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my current interview process.

Candidate Signature: _____

Name: _____

Institute Name: _____

Mobile No: _____

LTI
Let's Solve

ANNEXURE-3

Please bring along with you the following documents in original and one copy of the same.

A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.

B. Non-Disclosure Agreement.

C. Two copies of your recent passport size photograph with white background.

Attested copies of the following

1. Proof of age.
2. SSC/HSC or equivalent examination mark sheets.
3. Diploma / Degree mark sheets for all the Semesters/Years.
4. Passport first & last page.
5. Four wheeler Driving License.
6. Pan card.
7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

LTI
Let's Solve

ANNEXURE-4		
Name : Prasad M S	Date : October 14, 2021	
Salary Grade : GE2		
Components	**Rs. p.a.**	**Rs. p.m.**
Basic		15000
Bouquet of Benefits		23800
A. Base Salary (PA)	**465600**	**38800**
Annual Incentive	0	
B. Total Variable (PA)	**0**	
C. Total Target Cash (A+B)	**465600**	
Provident Fund (PF)	21600	1800
Gratuity	8658	722
Mediclaim Premium	6773	
D. Retirals & Other Benefits	**37031**	
Cost to Company (CTC) C+D	**502631**	

LTI
Let's Solve

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI policy.
4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB).**

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

DocuSign Envelope ID: CF557895-FDFD-4EDE-BF6C-F8A76549F01F

September 23, 2022

Akshay Ram Kavitha
21,Jhansi Niwas niwas ,9th Cross JP Nagar 6th Phase,
Banglore - 560078

Dear **Akshay,**

We are pleased to confirm our offer of employment to you and set out below details of your employment, compensation and benefits package.

1 Position

1.1 You will be employed as **Technical Analyst** at Manhattan Associates (India) Development Centre Pvt. Ltd. (Manhattan Associates). Your start date will be determined upon confirmation of your acceptance to our offer.

1.2 You will be joining our **CSO** team .

1.3 You will be based at our office in Bangalore. However, your services are transferable and you may be seconded or deputed to any operation under the management of Manhattan Associates, their parents, subsidiaries or affiliates whether in India or abroad.

1.4 On successful completion of the probation period confirmed by the Company in writing, you will be inducted as a permanent employee of the Company. The probation period currently is a period of [6] months and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 60 days notice. Manhattan Associates reserves the rights to pay or recover salary in lieu of notice period.

2 Salary

2.1 Your Annual Cost to Company will be INR **600,000 (Rupees Six Lakhs only).**

2.2 You will be liable to pay all taxes and liabilities as requires under Indian Tax Law. With the exception of the obligation to with hold taxes from your remuneration, the Company assumes no responsibility for your personal tax affairs.

3 Retirals

3.1 Contributions to provident fund will be made at the rate of 12% of monthly base salary. There will be a matching statutory contribution of 12% of monthly base salary deducted from your salary.

3.2 Gratuity will be provided at the rate of 15 days of base salary for every completed year of service, as per the Gratuity Act.

DocuSigned by:
Akshay Ramk
AC72165099294B7...

DocuSign Envelope ID: CF557895-FDFD-4EDE-BF6C-F8A76549F01F

4 Additional Benefits & Perquisites

4.1 You will be covered under the Company's Medical & Life Insurance policy as stated below:

a) Life Insurance coverage for employee :Rs. 20,00,000
b) Family Medical Insurance coverage :Rs. 5,00,000
c) Accident Insurance coverage for employee :Rs. 10,00,000

5 Hours of work

5.1 You will be required to work a minimum of 40 hours per week exclusive of lunch hours. You will be required to work additional hours as required to meet the needs of the business. You will not be paid for overtime hours worked.

6 Reimbursement of Relocation expenses to the Company

6.1 In case the employee leaves within 1 year of joining, the employee will have to reimburse the entire amount spent by the company on relocating him/her.

This includes expenses reimbursed towards:
a) Travel
b) Movement of personal effects
c) Notice Pay
d) Joining Bonus

Any liability with respect to the taxes paid on the above and paid for by the employee would not be reimbursed by Manhattan Associates. The employee would have to make the necessary claims for refund from IT authorities directly.

7 Notice of Termination of Employment

7.1 You may terminate your employment by giving two months notice in writing to the Company, or by payment of two months gross salary in lieu thereof, as approved by the Manager.

7.2 The Company may terminate your employment by giving you two months notice in writing or by payment of two months gross salary in lieu thereof.

7.3 Gross misconduct is cause for immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Theft, misappropriation or willful destruction of company property
- Refusal or failure to comply with a reasonable instruction given by your supervisor
- If you are guilty of a criminal offence to the satisfaction of the Company
- If you become bankrupt
- Sexual harassment or intimidation of employees
- Behavior which is either physically or verbally threatening or degrading to others
- Breach of any of the terms and conditions set out in the Letter of Employment and any manual containing the Company's policies and procedures.

7.4 Upon termination of your employment you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all items of a professional nature which were acquired or created during your employment with the Company, including computer software and applications.

DocuSigned by:
Abhay Pandit
AC72165099294B7...

DocuSign Envelope ID: CF557895-FDFD-4EDE-BF6C-F8A76549F01F

8 Confidentiality

8.1 It is a condition of employment that you maintain the confidentiality of any and all propriety information of which you gain knowledge or possession as a result of your employment. You must not disclose such propriety information to any person. The term, 'propriety information' shall mean all Manhattan Associates information whether in oral, written, diskette, graphic or machine readable form, including but not limited to policies, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This condition of employment continues after your employment terminates.

9 Non Solicitation of Customers and Employees and Non Compete

9.1 You will not for a period of one year after termination of your employment, either directly or indirectly, and whether on your own behalf or on behalf of any other business or person which is in competition with any business carried out by Manhattan Associates, canvas, solicit, attempt to entice away or otherwise accept the custom or business of any client of Manhattan Associates for whom Manhattan Associates has provided service and with whom you have had business dealings on behalf of Manhattan Associates within the last 24 months of your employment, and

9.2 You will not for a period of one year after termination of your employment solicit or entice away or engage from Manhattan Associates or offer or cause to be offered any employment to any person employed by Manhattan Associates during the last 24 months of your employment (whether or not such person would be in breach of their employment or appointment terms).

9.3 You will not for a period of one year after termination of your employment perform your duties for any person or entity which competes with Manhattan Associates' business if Manhattan Associates is still engaged in the company business during this 12 month period.

9.4 You agree that the covenants set out above are separate and severable and are considered by you and Manhattan Associates to be reasonable and necessary for the protection of the legitimate interests of Manhattan Associates.

9.5 It is your responsibility to read and abide by the Company's policies and procedures. You represent that you will read and understand the same and that you will adhere to the rules laid down in the Company's Rules of Conduct and Corporate Policies issued to you from time to time during your employment. The terms and conditions as laid down in the Company's handbooks and procedures may be amended from time to time.

9.6 You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior express approval of the Company.

9.7 You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that behalf.

DocuSigned by:
AC72165099294B7...

DocuSign Envelope ID: CF557895-FDFD-4EDE-BF6C-F8A76549F01F

9.8 The terms of your employment may be amended at any time from time to time.

9.9 This contract of Employment shall be interpreted and governed by the laws of India.

9.10 This offer is subject to receipt by us of satisfactory references from your current employers and verification of your academic and professional qualifications to the Company's satisfaction. You will be asked to provide the names of referees and documentary evidence of the same. We will not contact your present employers until we receive confirmation from you of your acceptance of this offer.

Please indicate your acceptance of this offer by signing and returning the duplicate copy of this letter indicating your intended date of commencement.

We look forward to welcoming you to Manhattan Associates India and are confident that you will make a very important contribution to our growth and development in India.

If you should wish to clarify any aspects of this offer, please do not hesitate to contact me.

Yours sincerely,



Sujatha Saha
Senior Director – Human Resources

We would like you to join Manhattan Associates on or before 23-Sep-22 .

I accept this offer of employment and agree to the above terms and conditions.

DocuSigned by:
Akshay Ram K
AC72165099294B7...

Akshay Ram Kavitha **Date : 23-Sep-22**

P.S Note: *(Joining date will be extended only for a week's time (in case of emergency), after which your offer will be nullified)*

Manhattan Associates (India)
Development Centre Private Limited
Unit-1, Brigade Properties Pvt Ltd – SEZ
Brigade Tech Gardens, 5th & 6th Floor,
B1 Block, Brookefields, Kundalahalli,
Whitefield, Bangalore 560037

Main: +91-80-4041 8080
Fax: +91-80-4041 8090
Web: www.manh.com
CIN: U72200KA2002PTC030576
GST: 29AADCM0727A2ZW
LOA: KA:07:14::2018:Brooke SEZ:A/47 Dated January 7th 2019

DocuSign Envelope ID: CF557895-FDFD-4EDE-BF6C-F8A76549F01F

OFFER ANNEXURE
Akshay Ram Kavitha

	Amount (Rs.) p.a.
Basic	226,294
HRA	90,518
Medical	15,000
Conveyance	19,200
LTA	11,315
Food Coupons	15,600
Company Contribution to PF	27,155
Statutory Bonus	16,800
Supplementary Allowance	143,854
Annual Salary	**565,736**
Benefits	
Gratuity	10,880
Medical & Accident Insurance	19,139
Life Insurance	4,245
Cost-to-company	**600,000**

Yours sincerely,

Sujatha Saha
Senior Director – Human Resources

I have read and understood the above mentioned Annexure contained in this letter and accept the same.

DocuSigned by:
Akshay Ram K
AC72165099294B7...

Akshay Ram Kavitha **Date : 23-Sep-22**

Manhattan Associates (India)
Development Centre Private Limited
Unit-1, Brigade Properties Pvt Ltd – SEZ
Brigade Tech Gardens, 5th & 6th Floor,
B1 Block, Brookefields, Kundalahalli,
Whitefield, Bangalore 560037

Main: +91-80-4041 8080
Fax: +91-80-4041 8090
Web: www.manh.com
CIN: U72200KA2002PTC030576
GST: 29AADCM0727A2ZW
LOA: KA:07:14::2018:Brooke SEZ:A/47 Dated January 7th 2019

December 27, 2021

P Sai Sujith

Sri Thirumala PG,
#75 OLD Mangaman Palya Road,
Garvepalya, Bangalore, 560068

Dear P Sai ,

Strictly Private & Confidential

Sub: Provisional Offer of appointment – NagraVision India Pvt. Ltd.

We are pleased to offer you a position as **Trainee – Engineering** at **Level 7** with **NagraVision India Pvt. Ltd.**

We would like you to join us on or before **August 1, 2022**. Kindly sign the duplicate-copy of your provisional letter of appointment and have it returned to us at the earliest.

Please note that this offer of appointment is contingent upon the following:

- Satisfactory completion of your reference check.
- Successful completion of your internship period with NagraVision India Pvt Ltd.

This is a full-time role offering you a total compensation of **INR 5,00,000 (INR Five Lakhs Only)** per annum.

You can send all your communication and any clarification with regards to appointment to the undersigned at the mentioned address **NagraVision India Pvt Ltd.,** at No.301 & 302, 3rd Floor, Campus C, RMZ Centennial, EPIP Industrial Area, ITPL Road, Mahadevapura Post, Bangalore – 560048.

We look forward to a mutually rewarding association with you at **NagraVision India Pvt Ltd.**

Sincerely,
For NAGRAVISION INDIA PVT LTD.,



Pradeep Bangalore
Director – Human Resources

TERMS AND CONDITIONS OF EMPLOYMENT

We have pleasure in appointing you as **Trainee - Engineering** at **Level 7** in our **Bangalore** office, or in such other capacity the management shall from time to time determine. Please note that the internship terms contained in this letter are subject to Company policy. The company reserves the right to amend, abrogate, modify, revise any or all clauses of this document depending upon exigencies of business.

1. APPOINTMENT

This offer of appointment will not be valid and will be withdrawn under the following circumstances:

a) Not reporting to work on the accepted date
b) Not agreeing to execute the offer of appointment, proprietary information, inventions, and non-competition agreement
c) Any other essential information that has been suppressed or falsely provided.

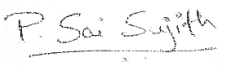
Yours sincerely
For NagraVision India Pvt Ltd.,



Pradeep Bangalore
Director – Human Resources

I HAVE READ THIS LETTER OF APPOINTMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS VOLUNTARILY AND FREELY.

I agree to accept employment on the terms and conditions mentioned in this letter.



December 27, 2021
P Sai Sujith

December 27, 2021

Abhishek Gurappa Gadad

Aashrya PG, Kudku Gate
[59/53,AH43 Krishna Reddy Industrial area],
Bangalore, 560068

Dear Abhishek,

Strictly Private & Confidential

Sub: Provisional Offer of appointment – NagraVision India Pvt. Ltd.

We are pleased to offer you a position as **Trainee – Engineering** at **Level 7** with **NagraVision India Pvt. Ltd.**

We would like you to join us on or before **August 1, 2022**. Kindly sign the duplicate-copy of your provisional letter of appointment and have it returned to us at the earliest.

Please note that this offer of appointment is contingent upon the following:

- Satisfactory completion of your reference check.
- Successful completion of your internship period with NagraVision India Pvt Ltd.

This is a full-time role offering you a total compensation of **INR 5,00,000 (INR Five Lakhs Only)** per annum.

You can send all your communication and any clarification with regards to appointment to the undersigned at the mentioned address **NagraVision India Pvt Ltd.,** at No.301 & 302, 3rd Floor, Campus C, RMZ Centennial, EPIP Industrial Area, ITPL Road, Mahadevapura Post, Bangalore – 560048.

We look forward to a mutually rewarding association with you at **NagraVision India Pvt Ltd.**

Sincerely,
For NAGRAVISION INDIA PVT LTD.,

Pradeep Bangalore
Director – Human Resources

TERMS AND CONDITIONS OF EMPLOYMENT

We have pleasure in appointing you as **Trainee - Engineering** at **Level 7** in our **Bangalore** office, or in such other capacity the management shall from time to time determine. Please note that the internship terms contained in this letter are subject to Company policy. The company reserves the right to amend, abrogate, modify, revise any or all clauses of this document depending upon exigencies of business.

1. APPOINTMENT

This offer of appointment will not be valid and will be withdrawn under the following circumstances:

a) Not reporting to work on the accepted date
b) Not agreeing to execute the offer of appointment, proprietary information, inventions, and non-competition agreement
c) Any other essential information that has been suppressed or falsely provided.

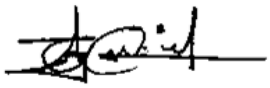
Yours sincerely
For NagraVision India Pvt Ltd.,



Pradeep Bangalore
Director – Human Resources

I HAVE READ THIS LETTER OF APPOINTMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS VOLUNTARILY AND FREELY.

I agree to accept employment on the terms and conditions mentioned in this letter.



December 27, 2021
Abhishek Gurappa Gadad

1

Offer Letter Body

Reference: Persistent/Campus/1388337/3.0

Confidential

Sep 14, 2021

Md Tanveer
Mahateja Nagar 2nd Main 3rd cross,Bangalore road,Guggarahatti,Bellary
Bellary

Dear Md,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the ‘Basic Salary’ as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as ‘Statutory Bonus / Ex-gratia’ in the ‘Salary break-up sheet’ will be considered towards ‘Statutory bonus’ and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading ‘Statutory Bonus / Ex-gratia’ will be eventually considered towards ‘Ex-gratia’. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards ‘Statutory bonus’ and balance, if any, left towards ‘Ex-gratia’ in retrospect.

(as per the Company policy) –
This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows
- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of ‘on the job’ observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –

1. Acceptance of Offer

a. The offer is valid till the date of joining decided by the Company.
b. Please send us your acceptance of the offer on or before **September 27, 2021**.
c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
e. As per the business requirement, kindly take the following actions:
i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location
At the time of joining you will be posted at **Bengaluru** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion
Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period
You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.
In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Savitha Damodaran** at **savitha_damodaran@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Ranjitha G (Ph.No.- 91-80-61359293)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Bengaluru
4th and 5th Floor, Block 9, Primal Projects Pvt. Ltd. SEZ (PRITECH PARK), Survey Nos. 51 to 64/4 & 66/1, Belandur Village, Varthur Hobli, Bengaluru East Taluk, Bengaluru UrbanBengaluru, Karnataka, India 560103.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:
i.Salary Breakup Sheet (Annexure-A)
ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date: **Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Sep 14, 2021**
Grade: **3.0**
Location: **Bengaluru**
Name: **Md Tanveer**
Designation: **Software Engineer**

I	Monthly Components	% of basic salary	Amount (Rs.)
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		**31,778**
	Total for the year [M * 12] [A]		**381,336**
II	**Variable Components**		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		**43,008**
III	**Annual Component**		
	Provision for your gratuity **[C]**	4%	5,664
	Annual Gross Salary [A + B + C]		**430,008**
IV	**Major Benefits [Average cost per person p.a.]**		
	Insurance* and Food* [D]		**41,000**
	Cost To Company (CTC) [A + B + C + D]		**471,008**

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
  - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
  - Maternity Leave (ML) - As statutory requirement
  - Paternity Leave (PAL) - 5 Days
  - Child Adoption Leave (CAL) - 10 Days
  - Study Leave (STL)
  - Long leave
  - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

**Food	* Insurance Policy
- Lunch, Snacks	- Group Term Life Insurance
	- Personal Accident
	- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries
You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.
Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents
You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter’s card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Accept the offer

1

Offer Letter Body

Reference: Persistent/Campus/1388363/3.0

Confidential

Sep 14, 2021

Shreya S Reddy
72, Alibommasandra, Muthanallur (p), Anekal (t)
Bangalore

Dear Shreya,

Subject:**Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Software Engineer** at grade **3.0** with **Persistent Systems** (Company).

Persistent follows a career structure consisting of attributes such Grade, Job Family (Career Track) and Job title. As per the offered position, your Job Family is **Engineering - Development**. During your tenure with the company, you are expected to perform role(s) as may be deemed fit by the organization and business needs.

Due to the ongoing pandemic, your joining date will be communicated to you in due course of time as the situation unfolds.

The terms and conditions of this offer for employment are:

Salary -

Your Annual Cost To Company will be Rs. **471,008**. Your Annual Gross Salary will be Rs. **430,008.** A detailed break up of your salary is given in 'Annexure-A'.

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the ‘Basic Salary’ as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:
- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as ‘Statutory Bonus / Ex-gratia’ in the ‘Salary break-up sheet’ will be considered towards ‘Statutory bonus’ and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect.

If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading ‘Statutory Bonus / Ex-gratia’ will be eventually considered towards ‘Ex-gratia’. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards ‘Statutory bonus’ and balance, if any, left towards ‘Ex-gratia’ in retrospect.

(as per the Company policy) –
This payment is part of your annual gross salary, the payout will be based on Annual Performance of the Company and will be governed as per prevailing CPB policy.

Performance Pay component mentioned in the salary break-up sheet will be paid as follows
- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of ‘on the job’ observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

Additional Terms –

1. Acceptance of Offer

a. The offer is valid till the date of joining decided by the Company.
b. Please send us your acceptance of the offer on or before **September 27, 2021**.
c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
e. As per the business requirement, kindly take the following actions:
i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned above in point 1(e) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (i) for internal business requirements (ii) for applicable legal compliance in or outside India (iii) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (iv) if required by court or government authorities.

2. Work Location
At the time of joining you will be posted at **Bengaluru** office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

3. Increments and Promotion
Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

4. Probationary Period
You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.
In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- Breach of confidentiality or IP related obligations
- Violation of law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.

10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with :

- any other agreement that you may have entered into or
- any obligation that you may be bound to

15. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.

16. Transit Accommodation

If you need transit accommodation, it can be provided to you, in case you are joining from outstation to the work location. The accommodation will be for a period of maximum seven days from a day prior to your joining date. For availing this, you need to send an email request to **Savitha Damodaran** at **savitha_damodaran@persistent.com** one week prior to your joining date.

17. Joining Formalities

Kindly contact **Ranjitha G (Ph.No.- 91-80-61359293)** on the date of joining. We request you to report at 9:00 AM at the address mentioned below for completion of joining formalities.

Bengaluru
4th and 5th Floor, Block 9, Primal Projects Pvt. Ltd. SEZ (PRITECH PARK), Survey Nos. 51 to 64/4 & 66/1, Belandur Village, Varthur Hobli, Bengaluru East Taluk, Bengaluru UrbanBengaluru, Karnataka, India 560103.

Please find the details of the documents/information required at the time of joining, in Annexure-C.

We welcome you to the Persistent family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure to and forming part of this letter:
i.Salary Breakup Sheet (Annexure-A)
ii. Company Benefits (Annexure-B)
iii. Documents Required on the day of joining (Annexure-C)

Acceptance of the offer

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this Appointment letter as a token of my having accepted employment with the Company and the terms and conditions set out in this letter.
Also I hereby declare that nothing apart from the above mentioned clauses have been committed to me during the selection process.
I will join the Company as per the joining date that will be communicated to me in due course of time.

Date: **Signature:**

SALARY BREAK-UP SHEET (Annexure – A)

Date: **Sep 14, 2021**
Grade: **3.0**
Location: **Bengaluru**
Name: **Shreya S Reddy**
Designation: **Software Engineer**

I	**Monthly Components**	**% of basic salary**	**Amount (Rs.)**
1	Basic Salary		11,800
2	House Rent Allowance	50%	5,900
3	Company contribution to E.P.F./Special Pay I		1,800
4	Superannuation fund/Special Pay II	15%	1,770
5	National Pension Scheme/Special Pay III	10%	1,180
6	Leave Travel Assistance	10%	1,180
7	Performance Pay	10%	1,180
8	Statutory Bonus/Ex-gratia	20%	2,360
9	Upkeep Pay		4,608
	Total to be paid monthly (M)		**31,778**
	Total for the year [M * 12] [A]		**381,336**
II	**Variable Components**		
1	Company Performance Bonus[CPB] Per Month [M]		3,584
	Total CPB 10% of Annual Gross Salary [B]		**43,008**
III	**Annual Component**		
	Provision for your gratuity **[C]**	4%	5,664
	Annual Gross Salary [A + B + C]		**430,008**
IV	**Major Benefits [Average cost per person p.a.]**		
	Insurance* and Food* [D]		**41,000**
	Cost To Company (CTC) [A + B + C + D]		**471,008**

Yours sincerely,
For Persistent Systems
Kalpana Kudlingar
Head - Campus Talent Acquisition

Annexure-B

In addition to major benefits mentioned in "Annexure - A", Persistent provides the following benefits, as applicable/ as per company policy

- Leaves
  - Privileged Leaves (PL) - 27 Days. Unused PL of ongoing year will be carried forward on an annual basis to a maximum of 21 days out of 27.
  - Maternity Leave (ML) - As statutory requirement
  - Paternity Leave (PAL) - 5 Days
  - Child Adoption Leave (CAL) - 10 Days
  - Study Leave (STL)
  - Long leave
  - Compensatory-Off
- Paid Holidays
- Employee Deposit Linked Insurance Policy
- Long Service Award
- Company sponsored Higher Education / certifications
- Night Shift Allowance
- Reward and Recognition
- Employee Engagement activities
- Project Party
- Flexi working hours
- Annual Health Check-up

Following facilities are available at certain locations

- Subsidized Transportation Facility
- Gymnasium Facility
- In-house Sports Facility
- Doctor on premises

**Food	* Insurance Policy
- Lunch, Snacks	- Group Term Life Insurance
	- Personal Accident
	- Mediclaim Hospitalization (Self, Spouse, 2 children and Parents)

“Food and Insurance” is a benefit being extended to the employees and cannot be paid in cash, under any circumstances.

Annexure – C
Guidelines for Joining Process

As a part of your joining process, you will receive an email from Persistent. This email will contain a link of the **Pre Joining Portal**. Pre-joining portal is system where you are required to complete following activities **before joining**

1) System Entries
You are requested to enter your details in Pre Joining portal. Some details, which we received during selection process, are already entered in the system. You are requested to go through the details. Please complete the process by entering all details in portal.
Details which are required to be entered in system are as below

- Personal Details
- Address Details
- Family Details
- Education Details
- Previous Employer Details
- Language Details

Please note that your joining form and Background Verification form will be generated based on the above mentioned details. These are Key details without which the forms cannot be generated. Hence you are requested to please complete all details. In case of queries, you can carry relevant documents on day of joining and after clarification, you can complete the details.

2) Upload Documents
You are requested to upload all relevant documents in Pre Joining Portal. Please use appropriate type of the documents and save. **Please upload documents in PDF format only.**

Valid documents for each category are:

a) Identity proof: Any one of the below

1. Passport
2. Voter’s card
3. Driving License

b) Current and Permanent Address proof – Any one of the below

1. Electricity bill
2. Telephone bills
3. Ration card
4. Corporation tax receipt
5. Copy of Index 2

c) Date of Birth Proof – Any one of the below

1. Birth Certificate
2. School leaving certificate
3. 10th pass Certificate
4. Notarized copy of date of birth proof

d) Educational Information: All documents (as applicable)

1. SSC mark sheet & certificate
2. HSC mark sheet & certificate
3. Diploma (if applicable) :Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
4. Graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. Post-graduation (if applicable) : Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)

e) Professional Information: (As applicable)

1. Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
2. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
3. Latest Salary Slips for the last two months from your previous employer

f) Marriage Certificate (in case of name change for women employees)

g) Pan Card (Mandatory)

If you do not receive the link for the pre joining portal or you face any problem while uploading documents, please keep soft copy of the documents available in your personal email account. Necessary access will be provided to you on day of joining to upload documents.

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696
Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010
Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80

Offer Letter Attachments

Response

Not Specified

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

Prodapt Chase Extraordinary

November 01, 2021

To,

Bollu Sai Venkata Dhanush

Dear Bollu Sai Venkata Dhanush

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: Bollu Sai Venkata Dhanush 7B3233CCF10D4DE... Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Bollu Sai Venkata Dhanush	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Bollu Sai Venkata, Dhanush a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 189F7208-6A2F-4B7C-8866-D01822EF08F8

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Bollu Sai Venkata Dhanush 7B3233CCF10D4DE...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

Prodapt Chase Extraordinary

November 01, 2021

To,

Gomathi Shankari Pitchaiah

Dear Gomathi Shankari Pitchaiah

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: Gowatri P. 445B02A968424CA... Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Gomathi Shankari Pitchaiah	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Gomathi Shankari, Pitchiah, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 2448C0E7-CC30-41AD-A733-AA8418BD782D

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Gomathi P. 445B02A968424CA...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

Prodapt Chase Extraordinary

November 01, 2021

To,

Sumaiya Anjum

Dear Sumaiya Anjum

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Sumaiya Anjum	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Sumaiya Anjum , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 6D683156-2ABF-4905-ACD4-ACECFD34CD27

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

May 19, 2022

AMIT BHATTACHARJEE
Bangalore

PRIVATE AND CONFIDENTIAL

Employment Offer Letter and Terms and Conditions of Employment

Dear **AMIT**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate**. Your work location will be **Bangalore.** Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **29 September, 2022**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date"**).

Remuneration Package:

1. **Gross Salary:** You are being offered a gross salary of
   Rs.600,000 /- Six Lakh Only.

   The details of your gross salary are specified in Annexure 1 to this offer letter ("Offer Letter").

2. **Bonus program**: In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits**: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

Other Terms: Please read the following terms and contact us with any questions that you may have.

1. **Employment Agreement**: Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. **Working Hours**: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

   Promotion and Salary Review: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa**: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

4. **Taxation**: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

5. **Travel, Assignments or Secondment**:
   a. **Within India**: You are required to work on any project to which you are assigned, unless there is good reason not to do so.

   b. **Outside India**: While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

6. **Termination Notice**:
   (a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

   (b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

   (iv) material failure to adhere to the Company's corporate codes, policies or procedures;

   (v) continued failure to meet performance standards as determined by the Company;

   (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

   (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

   In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

   (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

   (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

7. **Return of Property**: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

8. **Acknowledgement**: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com.

9. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Employment Agreement, please share the signed copy of the Offer Letter, no later than **22 May 2022**. It is clarified that the employment offer made to you under this Offer Letter will automatically lapse on **22 May 2022** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the employment offer under this Offer Letter is contingent upon you joining the services of the Company on the Employment Commencement Date. The employment offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Employment Commencement Date.

Yours truly,
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited

Jatin Vijay
Jatin Vijay (May 19, 2022 17:29 GMT+5.5)

_____
Authorized Signatory
Date: May 19, 2022

I, **AMIT BHATTACHARJEE**, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

_____
Date: May 19, 2022

pwc

Annexure 1

Private and Confidential

Date: May 19, 2022
Name: AMIT BHATTACHARJEE
Designation: Associate

Salary Components - Annual

Particulars	Amount (Rs.)
Basic Salary (40% of Gross Salary)	**240,000**
Flexible Benefit Package (FBP)*	**331,200**
Employer contribution of PF	**28,800**
Gross Salary	**600,000**
Benefits Estimated Value	
Term Life Insurance	1,440
Group Accident Insurance	425
Group Medical Insurance	30, 282
Employee Assistance Program and wellness resources	400
Total Benefits (1)	**32,547**
Gratuity	As per Payment of Gratuity Act 1972

*FBP can be used for the following components:

1. Food Coupons (Sodexo) – INR 24,000 (i.e.2000 per month)
2. Leave Travel Allowance (LTA) - up to a maximum of FBP amount available for allocation
3. House Rent allowance (HRA) - 40% of Basic for Non-Metro, 50% of Basic for Metro
4. Special Allowance - Balancing Figure, FBP minus all above components

The above are subject to applicable taxes as per the Indian law.

All the above benefits are as per Company's policies and may have tax implications. These are subject to change from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policies of the Company. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

EMPLOYMENT AGREEMENT/ASSOCIATE

This Agreement ("**Agreement**") is between **PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** and **AMIT BHATTACHARJEE**
("**You**" and all similar references).

1. Definitions

(a) "**Cessation Date**" means the effective date of cessation of your employment with PwC AC Bangalore.

(b) "**Cause**" means any of the following conduct by you:
(i) acts of fraud, dishonesty or misconduct involving moral turpitude;

(ii) commission or conviction of any criminal offence;

(iii) engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;

(iv) material failure to adhere to PwC AC Bangalore's corporate codes, policies or procedures;

(v) continued failure to meet the performance standards as determined by PwC AC Bangalore

(vi) a breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore's satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore's record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and

(vii) violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.

(c) **"Offer Letter"** means the employment offer letter dated May 19, 2022 by which you were offered employment with PwC AC Bangalore and accepted by on May 19, 2022 .

2. Employment

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits thereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days' notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days' notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months' period based on performance and the notice period will change to sixty (60) days as soon as the employment is confirmed.

2.3 By signing this Agreement, you agree to:
(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

   Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

   While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

   (a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.
   You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

   (b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu of any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

   (c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

   (d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

   (e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

   (a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

   (b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

   (c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

   (d) The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by a written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

9. **Severability**

   (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

   (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

10. **Waiver**

    Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

11. **Choice of Law**

    The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in Bangalore and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

12. **Assignment and Beneficiaries**

    This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

13. **Counterparts**

    For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

14. **Survival**

    Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:

For PricewaterhouseCoopers
Service Delivery Center (Bangalore) Private Limited Employee

Jatin Vijay
Jatin Vijay (May 19, 2022 17:29 GMT+5.5)
Authorised Signatory
May 19, 2022

AMIT BHATTACHARJEE (May 19, 2022 19:13 GMT+5.5)
AMIT BHATTACHARJEE
May 19, 2022

EXHIBIT A

Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal

Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director-HC immediately.

EXHIBIT B

Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.
Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

Director – Human Capital - PwC AC Bangalore

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director-HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

EXHIBIT C

Confidentiality and Intellectual Property Agreement

1.
As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.
(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be " works made in the course of your employment with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if PwC AC Bangalore does not exercise the rights under the assignment within a period of 1 (one) year from the date of assignment.

I further acknowledge and agree that I waive any right to and will not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

1. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

2. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore**,** or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

3. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

5. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

6. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

7. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

8. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

9. The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

10. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

11. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

EXHIBIT D

Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:
(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) the processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:
(a) identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;

(b) employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;

(c) financial information such as bank account numbers and tax related information; and

(d) other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.

I understand and agree that relevant Personal Data are transferred or shared:
(a) among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) to third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.

Exhibit E

Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my employment agreement with PwC AC ("**Employment Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Yours faithfully,

AMIT BHATTACHARJEE (May 19, 2022 19:13 GMT+5.5)

AMIT BHATTACHARJEE

Offer Letter

GA/HR/OFFER/2022 **Dated: 28/01/22**

Dear Nithin N,

Congratulations..!! Subsequent to your interview process we are pleased to extend an offer to you to join Gamut Analytics as **"Junior Frontend Developer"** on the following Terms and Conditions.

Commencement of Employment:

Your full-time employment as "**Junior Frontend Developer**" would be effective from **01/08/22** with your base location as **Bangalore,** subject to the completion of your academic course/exit formalities from the previous employer. In case you do not report for duty on or before **01/08/22**, this offer of appointment will stand cancelled or withdrawn. Your appointment stands effective from the date you join the organization.

Your job location at Gamut Analytics will be,

Saarthi.AI, HustleHub H210, Ground floor
No. #36/5, Somasandra Palya,Haralukunte Village, Adjacent 27 th Main Road, Sector 2, HSR Layout, Bengaluru, Karnataka – 560102.

Compensation:

Our offer to you includes an annual compensation of **Rs. 8,00,000 LPA.** The compensation package includes various allowances details of which are elaborated in annexure 1. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion.

Benefits program:

Company is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families. You will be eligible for the benefit plan as adopted by the company from time to time which shall be governed by the terms of applicable plans. Please refer annexure for a description of each benefit program.

Probationary period:

For the first (2) two months from the actual date of appointment you will be deemed to be on probation. In cases of unsatisfactory performance, the probation period might be extended until the company advising you of confirmation or notifying you otherwise. If you do not hear anything in writing upon completion of probation period, your services to the company are deemed to have been confirmed. During your probation, however, the company reserves the right to terminate employment at a shorter notice period for reasons of non-performance, indiscipline, insubordination, misrepresentation of facts in employment application, misconduct, engaging in illegal activity which may affect the Company's image.

Information given or Background verification:

The Company reserves the right to undertake background verification/reference checks based on need from time to time. The commencement or continuation of your employment with the company is contingent on the results of a background check which includes

reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with the company may be subject to immediate termination. Please provide us with academic credentials & professional reference.

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of the company which may be known to you or confided in you by any means in the course of your employment with the company.

This offer is also contingent upon your adherence to the company's policies and procedures applicable to all the employees in general, and / or applicable to your position or function with the company. Upon commencement of your employment, you will be required to execute the company's standard forms of employment application and other forms required of employees in general.

Notice Period:

The period of Notice period for each level is based on criticality of role in each level and the time required for replacement of talent. At Gamut Analytics this is usually one month.

Exclusivity

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not solicit any employment OR accept any employment OR join the employment with the customer(s) and/or partners/ Competitors of Gamut Analytics with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Gamut Analytics.

Representations and warranties:

By signing this letter you are representing to the company your acceptance of this offer and agreeing to the employment of the company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the company or participate in recruiting or staffing efforts on behalf of the company.

You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment and that this provision should be regarded as this company's instruction for you not to do so.

Further the company is fully authorized to take appropriate action in the event of you indulging

1) in an act of fraud or dishonesty in the course of your employment with the company;
2) an act of omission which causes you or the company to be in violation of Central or State securities laws, rules or regulations.
3) your material breach of any written policy applicable to your employment with the company.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company, and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career at Gamut Analytics.

Please review this letter and sign this copy on or before **31/01/22**, as this date represents the expiration of this offer letter.

Sincerely,

For Gamut Analytics.



Name: Anurupa Singh
Title: HR Manager
Date: 28/01/22

Accepted



Nithin N
Employee Name
Date : 29/01/2020

Annexure- 1

Salary Components		
NAME	**Nithin N**	
Salary Components	**Limit (Per Month)**	**Limit (Per Annum)**
Basic	30,000	3,60,000
HRA	15,000	1,80,000
LTA	5,000	60,000
Special Pay Allowance	10,000	1,20,000
Sub Total A	**60,000**	**7,20,000**
Total Gross	**60,000**	**7,20,000**
Variable Pay B		**80,000**
CTC A+B		**8,00,000**

1.In addition to above, you are also entitled to other benefits like Group Medical insurance as per the norms of the company. You can nominate 5 dependents besides yourself to be covered under the policy.

2.Your salary and benefits information in this letter is highly confidential. Sharing this information with anyone is against the policies of the company and may lead to termination.

3.All tax liabilities arising out of the above compensation shall be borne by the employee. Tax at source will be deducted as per the Income Tax Act

Expose the Unknown

SecPod Technologies Pvt. Ltd.
#1354, "CONCORD" 80ft, Road,
9th Cross, 33rd Main, 1st Phase JP Nagar,
Bangalore – 560078
Ph: 91-80-41214020
Email: info@secpod.com
Web: www.secpod.com

Date: 11/11/2021

To,
Mr. Pruthvi U B,
#63, Market Road,
Sagar (Tq), Shivamogga
(Dist) - 577401

Dear Mr. Pruthvi, U B,

Subject: Provisional Offer Letter

We are pleased to inform you that you have been shortlisted for the role of **"Content Writer"** at SecPod Technologies Pvt Ltd. Your gross remuneration will be **5,00,000**/- INR per annum as CTC. Your expected joining date will be **Aug/Sep 2022,** on completion of Degree.

You will be issued with a formal appointment letter, which includes terms of employment as soon as you confirm declaration of your 8th Sem result.

On the date of joining, you are required to submit the following documents.

a) Recent Passport size photo- 2 nos.
b) Copies of your educational testimonials.
c) Aadhaar Card, Pan Card, Election Id Card, and DL Photocopies

Kindly sign and return the duplicate copy of the letter as a token of your acceptance. Alternatively, please reply with a mail of acceptance.

Yours Faithfully,
For SecPod Technologies Pvt. Ltd.

Authorized signatory



Acceptance:
Place:
Date:

skolar
BE A STEP AHEAD

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

OL No: SKLR6297

26 February 2022

Attach / Paste
Your Photo Here

Dear **Charan Kumar R**,

We congratulate you for being selected as Business Development Trainee at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Trainee**
Training Date : **14 March 2022 to 23 March 2022** *(Unpaid)*
OJT Start Date : **24 March 2022**
OJT End Date : **23 September 2022**

COMPENSATION: *(Subject to statutory deductions)*
Stipend : INR **15,000** Per Month + INR **12,000** as incentives
Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to hr@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day *(Inc. Lunch Break).*
Job Type : Full Time Training.
Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **14 March 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned to you once the training/internship is completed.
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

SONY

Sony India Software Centre Private Limited
Registered office: 2nd floor South Wing, Tower 2, Hibiscus, Embassy Tech Village (SEZ)
Outer Ring Road (ORR), Devarabisanehalli, Varthur Hobli, Bangalore-560 103, Karnataka, India.
Tel:+91-080-67078500 Fax: +91-080-67078999
CIN: U72200KA2011PTC061471

24th December 2021

Suraj Yadav T K
Dayanada Sagar College of Engineering
Bangalore

Dear Suraj,

We are pleased to offer you an employment with us as 'Software Engineer' in 'G3' Grade subject to your acceptance of the following terms and conditions.

1. TRAINING

You would undergo training as 'Software Engineer' for duration of 12 months starting from date of joining at Sony India Software Centre Private Limited (SISCPL), Bangalore. The duration may be extended at the discretion of the management.

2. REMUNERATION

You shall receive a compensation of Rs.6,00,000/- (Rupees Six Lakhs Only) per annum as shown in Annexure A.

3. HOURS OF WORK

You need to work 9 hours per day including 45 minutes lunch break.

4. STATUTORY HOLIDAYS

You shall be entitled for holidays as per the company calendar.

5. DUTIES

During your employment with the Company, you shall not undertake any other employment, assignment, business, etc. without the prior permission from the management and you shall devote your whole time to the faithful and diligent performance of your duties.

You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you from time to time by the management and will not perform acts which are not befitting your position and which will in any manner adversely affect the reputation of the Company. You may have to work in shifts as per the necessity of work.

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

SONY

6. CONFIDENTIALITY AND FIDELITY

You shall not, either during or after your employment with us, either by word of mouth or otherwise, divulge particulars or details of our business process, technical know-how, security arrangements, administrative and/or other organisational matters of confidential and secret nature which may be your personal privilege to know by virtue of your employment with us and you shall both during and after your employment with us take all reasonable precautions to keep all such information secret. In consideration of your gaining sensitive information about the business, affairs, operations, processes of the Company, you also hereby undertake, agree and covenant with the Company that you will not for a period of two (2) years from the date of cessation/termination of your employment with the Company take any employment with the competitor of the Company (engaged in the development of software). You will also be required to enter into Intellectual Property & Confidential Information Non-Disclosure Agreement with the company.

7. RULES AND REGULATIONS

You will not enter into any commitment of dealing on behalf of the management for which you have no express authority, nor alter or be a party to any such alteration of any principle or policy of the Management or exceed the authority or discretion vested in you without the prior sanction of the Company or those in authority over you.

You will be responsible for the safekeeping and return in good conditions all of our property, which may be in your use, custody or charge.

If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or on termination of your employment.

That upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and will not retain any copies or extract there from.

You will keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

8. TAXATION

You shall be solely responsible for the payment of all Government and/or other taxes and dues on your compensation, and the management shall be entitled to deduct the taxes as per law.

9. TERMINATION

a) The Company shall be entitled to terminate the employment at any time without notice or payment in lieu of notice, If

(i) Your work is found unsatisfactory or if you neglect your duties or if you are found dishonest or guilty of any misconduct in the opinion of the Company or such other officer as may be authorized by the Company in this behalf, or

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

(ii) You refuse or neglect to comply with lawful order given to you by the head of department or such officer as may be authorized by the Company or your superior.

b) The Trainee shall not at any time after termination of this agreement directly or indirectly

(i) Represent as one connected with business of the Company.
(ii) Use or disclose to any person, firm or company any information concerning the Employer's business, or of its customer.

This offer is valid subject to submission of all documents mentioned in Annexure D of the offer letter on your date of joining, you being medically fit and satisfactory background verification report. Medical and Background verification reports will be retained in our records, which will be accessible to authorize persons only.

Please confirm your acceptance of the above terms and conditions by signing and returning the duplicate of this letter to the Company

We take this opportunity to welcome you to our organization and wish you every success in your training.

Yours Sincerely,

For, Sony India Software Centre Private Limited



Siva Murugan Sermakani
Director – Talent Acquisition

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

SONY

Annexure A

Name: Suraj Yadav T K
Designation: Software Engineer
Grade: G3

Compensation Structure

Components	Amount (In Rs.)
Annual Entitlements	
Basic	1,86,000
House Rent Allowance	74,400
Special Allowance	57,280
Total Per Annum (A)	**3,17,680**
Flexible Compensation Plan (FCP)*	2,00,000
Provident Fund (PF)	22,320
Total Per Annum (B)	**2,22,320**
Total Gross (A+B)	**5,40,000**
Annual Variable Pay Baseline (C) **	**60,000**
Total Annual CTC (A+B+C)	**6,00,000**

In addition to the above, you will be eligible for Gratuity, Medical and Personal Accident Insurance coverage.

* Flexible Compensation Plan (FCP) comprises of several components as detailed in Annexure B

** Variable Pay will depend on the Company's and Individual's performance during the financial year and will be paid out as per the company policy (refer to Annexure C).

Yours sincerely,

For, Sony India Software Centre Private Limited



Siva Murugan Sermakani
Director – Talent Acquisition

Confirmed and Accepted

(Suraj Yadav T K)

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

SONY

Annexure B

Flexible Compensation Plan:
Flexible Compensation Plan (FCP) is part of Annual Gross Salary, which allows employees to choose various tax beneficial components from the offered list in their appointment letter, depending upon their personal preferences and tax liabilities. Participation in FCP is optional.

If you are interested in utilizing benefits under FCP, you will be required to declare the amount under each of the components chosen, subject to maximum limit specified for each component.

If you are not interested to participate under FCP, you have to declare the same. The undeclared FCP component will be paid along with your monthly salary.

FCP comprises of Leave Travel Assistance (LTA), Books and / Periodicals & Professional Development Reimbursement, Medical Reimbursement, Telephone Reimbursement and Food Voucher.

Note: The total FCP declaration under different components should not exceed the FCP amount mentioned in Annexure A**.**

Annexure C

Variable Pay:
The salary structure comprises of Variable Pay. Variable Pay is a part of total compensation and is designed to support high performance work culture.

Variable Pay is paid based on parameters like- Employee Performance, Division Performance, Global KPI and Company Financial Index as relevant to grade and division.

Eligibility:
Employees joining the organization will get variable pay paid proportionately for the period from the date of joining to the cycle last date (March 31st or September 30th).
Employees who have spent only 3 months or less will be considered for 100% payout as the time spent by then in the organization is very little or a formal evaluation.
Employees resigning the organization will get the variable pay if they have completed the full term of 6 months (March 31st or September 30th).

Pay out date: Variable Pay will be paid in the month of June and December along with monthly salary, every year proportionate to the period spent in the Organization.

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

SONY

Annexure D

List of Documents to be submitted to HR:

You are requested to bring along with you the following documents in original (2 copies each) on the date of joining and hand over the same to the HR:

1. Employee Application Form (duly filled & Signed)
2. Employment Authorization Form (duly Signed)
3. Recent passport size photographs with White Background – 5 Nos.
4. Education Certificates:
   a. 10th Standard
   b. 12th Standard
   c. Mark sheet of all semesters
   d. Provisional certificate from college
   e. Other certificate if any
5. Copy of Passport
6. Copy of PAN Card
7. Copy of Aadhar Card

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

Sony India Software Centre Private Limited
Registered office: 2nd floor South Wing, Tower 2, Hibiscus, Embassy Tech Village (SEZ)
Outer Ring Road (ORR), Devarabisanehalli, Varthur Hobli, Bangalore-560 103, Karnataka, India.
Tel:+91-080-67078500 Fax: +91-080-67078999
CIN: U72200KA2011PTC061471

Annexure E

24th December 2021

To,
The Relationship Manager,
Sakra World Hospital, Bangalore

Dear Sir / Madam,

Sub : Pre-Employment Medical Check-Up

We are hereby referring Suraj Yadav T K pre-employment Medical Check-up. We request you to complete the pre-employment medical check-up in any of the following locations:

SAKRA WORLD HOSPITAL (A UNIT OF TAKSHASILA HOSPITAL OPERATING PRIVATE LIMITED)
52/2 & 52/3, Devarabeesanahalli, Varthur Hobli, Opposite Intel, Outer Ring Road,
Marathahalli, Bangalore-560103,

For appointment, contact Phone: 080- 49694969 or Mobile: +91- 7899755408

Please send the bill to the following address:

Sony India Software Centre Private Limited (SISCPL), 2nd Floor, Tower 2 B, Hibiscus, Embassy Tech Village, Outer Ring Road, Devarabisanahalli, Varthur Hobli,
Bangalore – 560 037; Tel. No.: +91 80 6707 8500

Yours sincerely,

For, Sony India Software Centre Private Limited



Siva Murugan Sermakani
Director – Talent Acquisition

Note: *Instructions for the candidate.*

1. *Take prior appointment for Pre-Employment Medical Check-Up.*
2. *Fill in the feedback form given by the hospital (Mandatory)*

For any query please contact Ms.Anu from Sakra Hospitals: +91-7899755408

Please maintain strict confidentially of the terms and conditions of your employment. You are advised that the Management takes a very serious view of such disclosure and you will be liable for disciplinary action for breach of this condition of service.

13 July 2022

Dear SYED HUZAIFA,

Congratulations! On behalf of Tyson IT Solution Private Limited − a Tyson Foods Inc. ("Company"), it is our pleasure to offer you the position of **Data Engineer I** reporting directly to **Harish Prabhu.**

Terms and Conditions

1. You will be governed by the rules, regulations and other company policies including without limitation the Policy Handbook of the above-mentioned division / practice (together the "Company Policy") as applicable, enforced, amended or altered from time to time during your employment.

2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in **Kabra Excelsior, 5th Floor 6/A, 7th Main, 1st Block, Koramangala Industrial Layout, 560034 Bangalore, Karnataka.** Your services are transferable and can be seconded or deputed by the Company to any of the Tyson companies in India or abroad. Tyson further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Tyson or as part of any restructuring or amalgamation or such other plan implemented by Tyson or by which Tyson is bound, on such terms and conditions as applicable to such plan.

3. Subject to your accepting this appointment letter and reporting to duty on or before **15 July 2022** your appointment is effective from the date of joining. You shall be on a probationary period of six months. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be deemed confirmed on completion of the probationary period. Depending on the outcome of such evaluation, the Company may, at its sole discretion, extend the probationary period for a further period of three more months, in writing.

4. During the probationary period (including any extension), either party may terminate this appointment by giving thirty (30) day notice. After confirmation, either party may terminate this appointment by giving sixty (60) days' notice in writing or payment of salary in lieu thereof. In addition, Tyson Foods, Inc. may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from Tyson. In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, Tyson Foods, Inc. may, at its discretion, relieve you from such date as it may deem fit even before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

5. You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence and discretion. While in the employment of Tyson, you shall (a) use your best endeavor to defend and promote the business interests of Tyson; (b) devote your full time, attention and efforts to serve the organization; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of Tyson or conflicts with your position in Tyson Foods, Inc. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with Tyson Foods, Inc. is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of Tyson Foods, Inc., which consent may be granted at Tyson's sole discretion.

6. Your working hours will be as advised to you by your superiors from time to time but will not ordinarily exceed 40 hours a week. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

7. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application for employment made to Tyson Foods, Inc.. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

8. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Tyson Foods, Inc. or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc., and/or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized person of the organization. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with Tyson Foods, Inc., you will return and surrender to Tyson, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Tyson or its affiliates or customers may require in this regard, from time to time.

9. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Tyson or it's subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc. and/or its subsidiaries or affiliates, except with prior written approval of Tyson.

10. The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws. The Company shall also be entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

11. In addition to the compensation that may be due to you, you may also be entitled to other benefits and entitlements like the Variable Pay Plan. It is however clarified that this benefit is provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Tyson, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

12. All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Tyson Foods, Inc. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Tyson, during or after the term of this engagement, you shall assign and transfer in favour of Tyson or, at the request of Tyson, in favour of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Tyson Foods, Inc. may require, to effectually vest in Tyson, any of its subsidiary, affiliate or customers as Tyson may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

13. Business requirements and exigencies often would require you to undergo overseas travel in order to undergo training programs, skill enhancement activities and other process/ project implementation. Such activities require Tyson to incur substantial costs and expenses in terms of travel, accommodation, training fees, per diem etc. and therefore will have financial and time obligations attached to you. Hence, you will be required to be in the employment of Tyson for a minimum specified period after such travel (including the period of travel overseas), failing which you will be required to reimburse such costs and expenses incurred by Tyson in relation to such programs. Your refusal to undergo such travel on such terms would be considered as a material breach of the terms of employment and in such case, Tyson shall have the right to terminate this engagement, by giving you 5 days notice as referred to in paragraph 4 above, without being under obligation to make any payments to you.

14. Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

15. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association between you and Tyson. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincere regards



Soumya Ananthanarayanan

India HR Lead

For Tyson Foods, Inc.

ACCEPTANCE OF EMPLOYEE

I have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Tyson Foods, Inc. and the same, including any and all terms and conditions stated therein are acceptable to me.

Employee Signature:

Employee Name:

Addendum A

Compensation structure

	Yearly (INR)	**Monthly (INR)**
Basic	174438	14537
HRA	69775	5815
Other Allowance	191882	15990
Gross salary	**436095**	**36341**
Communication allowance	24000	2000
Car & Fuel allowance	37200	3100
LTA allowance	60000	5000
Provident Fund (Employer contribution)	22705	1892
Total Fixed Compensation	**580000**	**48333**
Annual Target Bonus	29000	
Total Cost to Company	**609000**	

Signature: _____

Date: _____

Addendum B

Tyson Foods, Inc. Benefits

Here is a host of the currently in force, wide variety of ever-growing benefits and policies that would be your privilege as part of the Tyson India culture.

We wish you many happy years at Tyson!

Leave Policy: Your leaves are governed by the establishment law and will be provided as per below:

- 20 days of Earned leave in a calendar year
- 12 days of Casual/Sick leave in a calendar year
- 12 days of public holidays in a calendar year
- Maternity leave as per Government regulation
- 5 days Paternity leave
- Compassionate/Bereavement leave

Leave process may change as per the business exigencies.

Employee Health, Life and LTD Benefits: Health, wellness, and financial benefits commensurate with requirements under Indian law will be provided through a 3rd party.

You will be entitled to below benefits:

- Group Medical Coverage (GMC) to provide health insurance plan with a coverage limit of INR 5 Lakhs. GMC will cover:
    - Team member and immediate family (spouse and 2 children) if married
    - Team member and both parents if single
- Annual Medical Check-up will be provided as a preventative health
- Health and Wellness reimbursement program of INR 2,500 (Two Thousand Five Hundred Only) annually towards gym or yoga memberships.
- Group Accident Insurance (GPA), assists you when you are unable to work after an accident, will be provided at three times your salary. Group Term Life (GTL) Insurance, providing monetary support your dependents in the event of your death, will be provided at three times your salary.

Retirals:

Provident Fund and Gratuity are part of the retirals benefits and will align Govt of India guidelines. Gratuity paid as per rules during separation after a minimum completion of 5 years of continuous service in the company.

Other Benefits: Communication, Car Fuel, Leave Travel Allowance are non-taxable income, however the required bills/receipts have to be produced to get tax exemption. Childcare support & subsidized rate for company transport will be made available. Meal voucher of 2,200 per month, and fleet vehicle leasing options are other benefits that can be considered to avail tax exemptions.

You can also sign up (optional) for company transport option at a subsidized rate – availability of the transport is based on the location you stay and if there is a critical number on that route. Company also has referral bonus policy.

upGrad

7 January 2022

Dear Sahana P,

Congratulations! It is our pleasure to offer you the position of **"Admissions Counselor – Inside Sales (Inside Sales)"** at Grade **"G1"**with **upGrad Education Private Limited.**

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement ('upGrad")
2. You will be based at **Bangalore** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
    1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only).** This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
    2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **JUNE** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ('Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
10. This offer letter is non-binding on either party till the execution of the employment agreement.
11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

Preeti Kaul
President – Human Resources

Received & Accepted

Sahana P
(Signature)

Annexure I

Name: Sahana P
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Bangalore

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
Fixed CTC	**29,167**	**3,50,000**
Variable		4,00,000
Total CTC	**62,500**	**7,50,000**

Note:
1.Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8.Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9.The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

Annexure II

Documents Required

1.Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).

2.Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).

3.Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).

4.Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).

5.Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).

6.Four (4) passport size-colored photographs.

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

U ▪
S T

Date: 02-Feb-22

Yashwitha Shetty

Karnataka

Sub: Initial Letter of Offer

Dear **Yashwitha Shetty**,

With reference to the interview and the subsequent discussions we had with you, we are happy to inform you that you have cleared the selection process and we hereby offer you a career with ('UST') subject to the following and other conditions:

1. You should complete the course which you are now pursuing, without any backlog at the time of joining.
2. Shall secure 60% aggregate in your current degree course from the first to last semester
3. Shall provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters prior to the date of joining

If you accept this offer and join our services, you will be designated as *Assoc Software Developer*.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by the Employee Non-disclosure, Non-solicitation and Non-Competition Agreement and other agreements when you join the employment of the Company.

The Overall compensation offered to you is Rs 350,000/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of up to a maximum of Rs 17500/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology.

On successful completion of your course, you will be issued with a detailed offer letter containing the terms and conditions of employment and your joining date, based on the positions open at that time, which will be binding on you.

This offer will be valid till 01/Dec/2022. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 04/Feb/2022. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,

for **US Technologies International Private Limited** **Accepted**

Vinesh George <<Name of the Candidate>>

Group Manager HR

Execution by the candidate:

I, <<Name of the Candidate>>, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

Signed by Candidate

Date

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

7th July 2022

CONFIDENTIAL

Rohan R M
H/no: 78, Ramaiah Badavane,
Peenya 2nd stage -560058 ,
Bangalore Urban District Karnataka.

Email: rohanro1718@gmail.com
Contact: 7019346528

Dear Rohan,

Sub: Letter of Intent

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Graduate Engineer Trainee - IT (Grade 25)** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.5,00,000/- (INR Five Lakhs Only) per annum**
2. You will be under Training for 12 months
3. You will be posted at **Bangalore Office.**
4. A formal letter of appointment will be issued at the time of joining.
5. If you intend to leave the services of the Company, you have to give 90 days prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
6. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
7. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
8. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. **This offer of appointment is subject to your medical fitness.**
9. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty at **Bangalore Office.**
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Passport, Driving License, AADHAR
    d. PAN card is mandatory.
    e. Three passport and four stamp size photographs.
    f. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **1st Aug 2022**
Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 9th July 2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

Praveer Kumar Kullu
Senior General Manager - Human Relations

ROHAN. R.M.

Scanned with CamScanner

Mylan Pharmaceuticals Private Limited, (A Viatris Company)
Corporate Office: Plot No. 564/A/22, Road No. 92
Jubilee Hills, Hyderabad – 500096, Telangana, India
Tel: +91 40 30866666, 23550543, Fax: 30866699
Email: Viatris.india@viatris.com;
Web: www.viatris.com
CIN: U73100TG1997PTC149781

Name	Rohan R M	
Grade	25	
Designation	Graduate Engineer Trainee	
Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	18,911	226,929
House Rent Allowance	9,455	113,465
Conveyance Allowance	7,564	90,772
Children Education Allowance	1,891	22,693
Medical Allowance	788	9,455
Leave Travel Assistance	788	9,455
Base Pay Total (A)	39,397	472,769
Retirement Benefits (B)		
Provident Fund (Employer's Contribution)	2,269	27,231
Retirement Benefits Total (B)	2,269	27,231
Total Compensation (A+B)	41,667	500,000

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Pharmaceuticals Pvt Ltd, (A VIATRIS Company)

[ROHAN.R.M]

Praveer Kumar Kullu
Senior General Manager - Human Relations

Scanned with CamScanner



APPOINTMENT LETTER

July 11, 2022

Dear Jathin Jain,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. The retirement age is 58 years.

c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

e. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (‘Confidential Information’). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of atleast 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company’s Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited’s (hereinafter to as the “Company”) internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company’s Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as “UPSI”) about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company’s Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to “UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I, Jathin Jain confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Jathin Jain **Career Group: Group B1**

Position: Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
Total Fixed Cash	**39,767**
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	**42,942**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292

Target Cost to Company per month	**45,834**
Total Cost to Company per annum	**5,50,008**

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2 lacs per annum.

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance. A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year). Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Skill Preferences 1 : DAAI -Cloud & Digital Database **Location Preferences 1 :** Bangalore

Skill Preferences 2 : Java-MEAN **Location Preferences 2 :** Mysore

Skill Preferences 3 : ORACLE **Location Preferences 3 :** Hyderabad

☑ Accept ☐ Decline

☑ **Signature** Jathin Jain 11/7/2022 11:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22855798

From: Campus HR Team <wipro+email+28ig6-e5cf4fba9f@talent.icims.com>
Sent: 12 October 2021 12:13:19
To: prasadhnandhu@gmail.com
Cc:
Subject: Wipro Campus Update_LOI

October 12, 2021

Dear Nandini . ,
Resume Number - 22775729

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

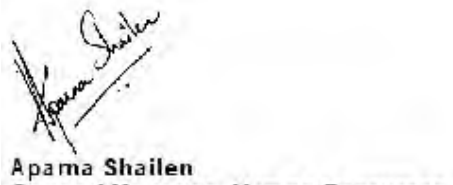
COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link Click to Complete and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Apama Shailen
General Manager - Human Resources

This message was sent to prasadhnandhu@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

https://wipro.icims.com/icims2/?r=707E22775729&contactId=13012138

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



To,

Name : Hrutwik Paresh Palyekar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Hrutwik Paresh Palyekar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Sahil A Nadaf

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Sahil A Nadaf,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Samruddi Bk

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Samruddi Bk,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Skanda S Vaidya

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Skanda S Vaidya,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

18th August 2022

Mr. Sohan H G
S/O Guru Prasad H,
134, Hanumanahalli,
Thoolahalli post ,
Kottur taluk Vijaya Nagara Dist-560070

Re: Appointment Letter

Dear Sohan H G,

It gives us immense pleasure in appointing you as one of its valuable members. We are happy that you are joining us in our effort to create a global corporation which believes in creating customer delight through its people.

You will be designated as "**Graduate Engineer Trainee"** at Jigani plant, Bangalore, with effect from **18th August 2022.** You will be paid **Rs.23,350/-(Rupees Twenty Three Thousand Three Fifty Only)** per month as **stipend** during training period and other benefits as per Company rules.

You will be on Training for a period of **24 Months** from **18th August 2022 to 17th August 2024**. At the end of Twelve months if your performance and conduct are found up to the expected levels, your services will be continued for another year in writing with revised stipend as per Trainee program. In case your services do not come up to the expected levels, your services may be terminated without any retrenchment benefits or notice pay thereof.

Your association and employment with **Ankit Fasteners Pvt. Ltd**. will be governed by the various Policies, Rules, Guidelines and Core values and beliefs in the Organization. We are confident that you will be contributing to the Organization and its goals and add value through your role.

Once again welcome to **Ankit Fasteners Pvt. Ltd.**

Sincerely,

18/08/2022

Indrajith K
Sr.Executive -HR

ANKIT FASTENERS PVT. LTD. Bangalore 560 105

ashirvad
by aliaxis

Date: 7th Feb 2022

Dayananda Sagar College of Engineering,
Bangalore

Kind Attention: Mr. Subhodeep Mukherjee

Sub: Letter of Intent

As mutually discussed and agreed during campus recruitment process, we are pleased to inform you that you are hereby selected as a **Graduate Engineer Trainee** for Ashirvad.

Initially your pace of posting will be at **Ashirvad Pipes Pvt Ltd.**, Plot No 27- 30, Bommasandra Jigani Link Road, Bandenallasandra, Bangalore – 562105. Your date of reporting would be **1st Aug 2022.** You are requested to report to the above mentioned address at 10:00 AM and meet Ms. Nagalakshmi S T, reachable on +916366945990.

As discussed and agreed, your compensation during the period of training would be Rs. 5,00,000/- (Rupees Five Lacs Only) per annum.

As a part of the Pre-joining formalities, we request you to bring the original testimonials along with the photocopy of the following documents for our records:

1. Certificate of Educational Qualifications
2. 10th or Matriculation Certificate for Date of Birth proof
3. Relieving Letter, Salary / Experience Certificates of Previous Employment
4. 4 Passport size photographs
5. Medical Fitness certificate as per the checklist attached with this letter
6. Bank account details for salary credit along with cancelled Cheque
7. Copy of PAN card and Aadhar Card

You are requested to sign and return the copy of this letter as a token of your acceptance of the above offer within 3 days from the time of receiving this offer letter, failing which the offer stands withdrawn and the company would be under no obligation to provide employment to you.

In the meantime, if you have any questions regarding your offer, please do not hesitate to contact us.

Yours sincerely
For Ashirvad Pipes Pvt. Ltd.,

Chitvan

Chitvan Bohra
General Manager – Talent Management and Org Effectiveness, HR

I Accept: _____ **Date:** 10-02-2022
Signature

Ashirvad Pipes Pvt. Ltd., 4-B, Attibele Industrial Area, Hosur Road,
Bengaluru - 562 107, INDIA. L +91 80 2806 1000 / 2806 1700 F +91 80 2806 1080
M +91 9902 333 333 E info@ashirvad.com
www.ashirvad.com CIN: U85110KA1997PTC021831

Scanned with CamScanner

10th March 2022
Darshan K

Employment Offer

Dear Darshan,

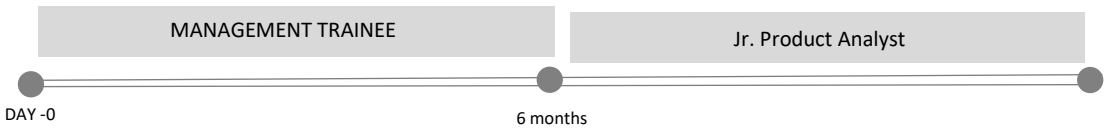
Congratulations - We are thrilled to invite you to embark on a journey with BlueTree, A leading implementation and services partner for Contract workforce management software, BlueTree provides more than just technical expertise.

BlueTree is a global IT product company that develops innovative products in the area of workforce management and optimization. With unparalleled experience and comprehensive technical capabilities, we create products that our customers are happy to use and recommend. BlueTree has developed best in the class enterprise-level B2B platforms focused on External workforce management (contract, temp, vendor supplied) and Large facility /security workforce platforms. BlueTree's Contract Employee Management System (CEMS), is an innovative and comprehensive cloud-based B2B multi sided platform that brings contractors and principle employers to manage / control the operations and addressing the complete Contract Workforce Management Lifecycle

With BlueTree, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the service of the Consultancy industry.

Your Journey with us – Overview & Structure

Over 6 months of training and subsequent years of employment, you will be learning and delivering value real-time every day.



Day - 0 to 6 months: Induction & Training with BlueTree

During your training period you will be mentored and monitored to develop and grow your skillset and toolset to be able to work on all the current products of the company. You will undergo an immersive training in BlueTree's unique ecosystem to develop a problem-solving mindset. At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and you will be ready to start your full-time employment with BlueTree.

TERMS & CONDITIONS

Commencement date:
Commencement of internship/job would be communicated at least 1 month prior to the start of the program.

Compensation:
Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company will be as mentioned below.

General:
This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time. The employee has to serve a notice period of 90 days in case of resignation.

You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.

You may write to us at hr@bluetree.in for any queries regarding this offer.
Registered Office:
Unit 11, 8th Floor, Innovator Building, ITPL,
Whitefield Road, Bangalore - 560 066;
Ph: 080 - 40915010; Web: www.bluetree.in
BlueTree Consultancy Services Pvt Ltd

Governing law:
This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:
Please acknowledge your acceptance by signing below. We look forward to your association with BlueTree and wish you all the best for a long and exciting career here.

Sincerely,

_____

Shreya Bandopadhyay
Manager – Human Resource

Declaration
I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

_____
Candidate name

_____
Signature

_____
Date

BlueTree
Focusing on Customer Excellence

Annexure -I

Annexure I - Annual Compensation & Benefits Plan (FY 2022-23)		
Name	Darshan K	
Designation	Management Trainee	
Components	**Monthly Value**	**Annual Value**
Basic	13430	161160
HRA	5372	64464
Conveyance	1600	19200
Medical Allowance	1220	14640
Special Allowance	0	0
Total Gross	**21622**	**259461**
Employer Medical Insurance	424	5088
Employer PF	1612	19339
Gratuity	646	7748
Bonus	583	6996
Total CTC		**300000**
Insurance & Medical Benefits for FY 22-23.....(B)		
Group Medical Coverage (Self+Spouse+2 Children+ Parents)		

Note:
1. Annual Compensation & Benefits includes Fixed Compensation and Insurance Coverage.
2. Salary structure of the company may be altered/modified at any time by the management and your Annual Compensation & Benefits Plan may accordingly be altered/modifed from time to time.
3. Salary, Allowances, Incentives and all other payments/benefits will be governed by the Company rules as well as statutory provisions in force from time to time and subject to Tax Deductions at Source.
4.Personal tax liability arising out of compensation will be borne solely by the employee.
5. This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager and HR.
#Shift Allowance shall be applicable only for the employees working in night shifts and payable for that specific period.

Permanent Address
#11-27, Kusumavari Palli, ODC Mandal,
Kadiri, Annatapuram, AP-515531

Email: rtharun1801@gmail.com

Date: 12th September 2022

Mobile: +91-9398222291

LETTER OF OFFER

Dear **Tarun,**

Further to our discussions, we are pleased to appoint you as **Software Developer - Trainee** in our organization **with effect from 15th September 2022** and we welcome you to our organization and look forward to a rewarding and happy association with you.

You will be paid an annual compensation of **Rs.1,80,000 (Rs One lakh and eighty thousand only— Rs.1,56,000 fixed and Rs.24,000 variable) INR**. Detailed Compensation is provided below. You will also be covered with INR 3L of General Health insurance and INR 10L of accidental insurance.

Your Employment with **BlueCrimson** would require you to be bound by all rules, regulations and guidelines issued by the company from time to time, in relation to personal and professional conduct, non-disclosure of confidential information and discipline and will be provided as a part of the appointment letter.

You will be required to sign a detailed Employment Offer letter on the date of reporting

Please note the salary will be effective from the day you report to the client location and the bonus amount will be paid at the end of the completion of one successful year with us based on your / company's performance.

Detailed compensation Break up:

Duration	Details	Monthly Breakup	Yearly Breakup
First 12 months	**Salary Breakup**		
	Basic	6,500.00	78,000.00
	Conveyance allowance	1,600.00	19,200.00
	HRA	2,600.00	31,200.00
	Medical allowance	1,250.00	15,000.00
	Travel reimbursement	,1050.00	12,600.00
	Total	**13,000.00**	**1,56,000.00**
	Accrued Component *	**2,000.00**	**24,000.00**
	Deductions		
	PF - Employee	780.00	9,360.00
	PF - Employer	780.00	9,360.00
	ESI	521.00	6,252.00
	Total	**2,081.00**	**24,972.00**
	Net pay	**10,919.00**	**1,31,028.00**

*** Performance Review After 6 months from the date of joining.**
*** Accrued component will be paid after successful completion of 24 months of Service. (Total INR. 48,000/-)**

Note: All Deductions as applicable will be at source.
All taxes present and future are to be borne by you and will be governed by the current tax laws of the country.

Terms and Conditions:

1. You will join the company as Software Engineer trainee and will be trained on various tools and technologies for a period of 3 months at the company's cost.
2. In the event you end your employment with the company within the training period, you must compensate the training cost of 50, 000 INR to the company.
3. In the event you end your employment with the company post the training period and within one year of joining, you are required to compensate the company the cost of training equivalent to INR 50,000 and serve three months' notice.
4. Upon completion of one year based on your performance review, your salary will be revised
5. You will be frequently assessed for your performance and provided feedback for improvements
6. The accrued component of 2000 per month will be paid to you on successful completion of two years with the company

Please confirm your acceptance of this offer via Email

For and on Behalf of BlueCrimson,

ARAVIND PADMANABHAN
PARTNER

Accepted

KUPPANAGARI SAI TARUN REDDY
EMPLOYEE

*** Private & Confidential ***

Mr. Derin C John
#315, Gitanjali Pride, 5th main,
3rd cross Malleshpalya, New Tippasandra post
Bangalore - 560075
Ph: 8105142739

Bosch Limited - (PAN AAACM 9840 P) - (CIN: L85110KA1951PLC000761)
Post Box No:3000
Hosur Road, Adugodi
Bengaluru-560030
Karnataka, India
Tel +91 80 6752-2393
Fax +91 80 222-72728
www.bosch.in

Your ref/date	Our Ref:	Date:
	RBIN/HRL	**05.06.2022**

Graduate (Engineering) Apprenticeship Program - 2021

Dear Derin C John

We are pleased to offer you apprenticeship training as **Graduate Apprentice Trainee** at Bosch Limited Adugodi **'Company'**, under the provisions of Apprentices Act 1961, as amended from time to time. Your training will start from 19.08.2022 and shall be for a fixed period of one year, ending on 18.08.2023

This offer letter is provisional, subject to you being declared medically fit by the Company's Medical Officer.

1. During the training period, your stipend will be as follows:

Particulars	INR Per annum
Consolidated Stipend	INR 449342
*Group Personal Accident Insurance	658/-
Total	**INR 450000**

*is paid by the Company directly

Apart from the consolidated stipend as mentioned aforesaid, you shall not be entitled for any other amounts, allowances, perks or benefits.

2. Your engagement as **Graduate Apprentice** with the Company is subject to you passing the graduate examination with a minimum of 60% marks and producing the Pass Certificate within 2 months of your joining. In case, you fail to pass the graduate examinations or fail to obtain a minimum of 60% marks as the overall score, your engagement shall be terminated immediately without any financial obligation on the Company.

3. This apprenticeship training is a full time engagement and you are not allowed to accept any other employment or undertake any work or service, directly or indirectly, either part-time, honorary or otherwise or carry on any business.

4. Your engagement as **Graduate Apprentice Trainee** will automatically cease at the end of the stipulated period of your apprenticeship training as mentioned aforesaid. Company shall have no obligation whatsoever to either extend the period of engagement or offer you any permanent employment with the Company.

5. You will be governed and shall abide by the Company's Standing orders and other rules and regulations as applicable and in force from time to time. You will be entitled to the leave benefits subject to terms and conditions as per the prevailing leave policy for apprentices.

6. This offer is made on the understanding that all the information given by you to the Company is adequate, correct and fulfills the eligibility criteria mentioned to you during the campus recruitment process. If it is found at any time that any information given by you is incomplete, incorrect, untrue or you have suppressed any information, the Company will have the right to withdraw this letter before you commence your training or to terminate your training, at any time, without any notice or compensation, in case you have started the training with us. Company shall also have a right to recover from you the stipend already paid to you, if any.

7. In case of termination of service during apprenticeship period, you will be required to serve the notice period of 30 days

8. You shall keep confidential all information that you may receive orally, in writing or otherwise of the Company including in respect of Company's business, its customers, suppliers, service providers, products etc. during the course of your training as confidential. Confidential information shall include all information which is not in public domain and which if disclosed may adversely impact the Company.

   You are restricted from copying or removing any confidential / proprietary information of the Company outside the Company premises without prior written permission from the management.

   Disclosure of confidential information at any point of time shall make you liable to pay compensation, damages to the Company.

   You shall use Confidential information in relation to the Company's business only for the purpose of your training. All such information should not be used by you for any of your subsequent employments or businesses. Your obligations in respect of Company's confidential information shall be in perpetual.

Mr. Derin C John
Ref.: RBIN/HRL/05.06.2022

9. All rights in any intellectual property, invention, development, improvement in process that you might create or cause whilst engaged with the Company shall exclusively vest with the Company. You shall execute all such documents as may be required in law to formally assign the rights to the Company. The stipend paid by the Company shall be deemed to be an adequate consideration for such assignments.

10. In accordance with the provisions of the Companies Act, 1956, as amended by the Companies (Amendment) Act, 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are requested to make the declaration in the enclosed form and submit it to us duly filled in.

11. We would be conducting a background and reference check on the information submitted by you. Your engagement with us is contingent upon satisfactory report on the background check conducted by our Company's approved agency.

12. Please sign and return the duplicate of this letter in token of your having read, understood and accepted the above terms and conditions.

13. Please report to us on **19.08.2022** at 8:45am. In case you do not report for Apprenticeship by **19.08.2022** this offer letter shall stand withdrawn.

Yours faithfully,
for Bosch Limited,

pki, BOSCH, APAC, S, A, Sarang.Ayachit
Digitally signed by pki, BOSCH, APAC, S, A, Sarang.Ayachit
Date: 2022.07.11 17:24:18 +05'30'

Sarang Ayachit
Deputy Manager
(Human Resources)

Senthilkumar Ganesan
Digitally signed by Senthilkumar Ganesan
Date: 2022.07.12 11:06:19 +05'30'

Senthilkumar Ganesan
Senior Project Manager
(Human Resources)

I have read and understood and hereby consent to all the above terms and conditions.

_____ _____

(Signature of the Candidate) (Date)

Mr. Derin C John
Ref.: RBIN/HRL/05.06.2022

In addition to the terms and conditions, you are also required to bring the following **original certificates**, on the day of your joining duty:

1. Proof of age.
2. Acknowledged Copy of the appointment letter.
3. Bank Details, Cancelled cheque leaf and Pan Card
4. Pending documents, if any, not uploaded in onboarding portal

On the day of your joining, please report at 8:45 am at the following address to complete other formalities.

Bosch Ltd

Hosur Road, Adugodi

Bengaluru-560030

Karnataka, India

RBIN/HRL Dept.

rexroth
A Bosch Company

Mr. Vikram Manivannan
Bengaluru.

Bosch Rexroth (India) Private Limited
CIN: U29120GJ1974PTC002468
Sanand Viramgam Highway
Mouje Iyava, Taluka Sanand
District Ahmedabad - 382 170
Tel. +91(02717)678000
www.boschrexroth.co.in

Deven Patel, Human Resources
Tel. +91(2717)67-8277
patel.da@boschrexroth.co.in

13th June, 2022

Your appointment as Trainee Engineer

Dear Mr.Vikram Manivannan,

With reference to your application and the subsequent interview you had with us, we have pleasure to inform you that you are appointed as **Trainee Engineer**, at the Company's **Ahmedabad** office with effect from **July 25, 2022** to **July 24, 2023**.

1.0 **Compensation**

Your compensation and benefits will include the following:

Nature of benefit	**Amount**
Basic per month	15,170
PFable Salary per month (Total A)	**15,170**
HRA per month	5,420
Conveyance allowance per month	3,273
Non PFable salary per month (Total B)	**8,693**
Total monthly salary (Total A + B = C)	**23,863**
Total yearly salary (C x 12 months)	**2,86,355**
Bonus per annum *(Bonus amount is applicable as per Payment of Bonus Act)*	16,800
Company's contribution to PF per annum	21,845
Total Annual Compensation and benefits (CTC)	**3,25,000**

You will be entitled for Employees Compensation under Employee Compensation Act and rules made thereunder, provided the same is applicable to you.
The Company may at any time modify any of the above salary component without affecting overall Cost to Company.

2.0 **Ethics and Confidentiality**

2.1 You will discharge the duties and responsibilities that may be assigned you by the Management from time to time regularly, conscientiously sincerely and in the best interest of the Company and to the entire satisfaction of all concerned. You undertake and pledge to engage all of your relevant knowledge, business contacts, and reputation for the sole benefit of the Company.

2.2 You will not work either directly or indirectly in any other firm / company nor do any work as an independent consultant for any third parties.

2.3 You shall handle any business matters which are of confidential nature and any confidential operational data, working methods and objects (e.g. letters, documents, books, tools, etc.) in accordance with such nature; to this effect, you shall not inform any third parties – even if such third parties work with the same company, but must not be informed about confidential matters – of such matters without the Company's prior consent. This obligation shall subsist even beyond the term of your employment under the present contract.

2.4 In the course of your association with the Company, you will have access to technical drawings, designs, specifications, information, documents, accounts transactions and/or other information and data about the technology and the processes of the Company (hereinafter referred to as the "information"), its collaborators and customers which are important and confidential in nature. Such information which may be in your possession will be held by you "in trust" for the Company, its collaborators and customers, as the case may be. It is your responsibility and obligation to ensure that such information is NOT disclosed or communicated intentionally or accidentally to any person or Company not affiliated with our group. It is very important for you to ensure such information does not fall in the hands of our competitors or of our customers' competitors. Such obligation on your part will survive the termination of your association with the Company for whatever reason.

2.5 Any publications related in any way to the nature of the Company's business require the prior consent of the Managing Director of the Company.

2.6 Any and all inventions, which you may make during, the term of your association with the Company related to its products or processes shall become property of the Company, which shall have the sole rights to apply for a patent in respect thereof.

2.7 You should immediately bring to the notice of the Management any irregularities that may come to your knowledge during the course of your working.

2.8 In line with our policy of fair business practices you will under no circumstances employ any unlawful means or indulge in any illegal activity or resort to any malpractice or make any false presentation of any kind or nature whatsoever. You agree to keep the Company indemnified against any claim, demand or action that may be made against it on account of any such act of omission or commission on your part.

2.9 You undertake to keep the amount of your remuneration confidential.

3.0 **Rules**

You will observe discipline and decorum of the office, follow all the rules and regulations of the Company and will not do anything, which will affect the image and reputation of the Company.

4.0 **Medical**

Your appointment and continuation in employment of the company will be further subject to your being and remaining medically fit.

5.0 **Termination of traineeship and further employment**

5.1 During your association with the company as a 'Trainee', your traineeship is liable to be terminated by the Company by giving one month's notice or on payment of one month's stipend in lieu thereof. In case you desire to leave the Company, you can do so by giving one month's prior notice and the period of such notice should expire on the first day of month.

5.2 However based on the performance during the training period, you may be employed in the permanent role of the company in suitable level.

5.3 Upon termination of your training assignment for whatever reason you will immediately return to the Company any items belonging to the Company, in particular any drawings, documents, working papers and identity cards.

6.0 **Working Hours**

You will observe the working hours in effect at the place of your posting currently at Company's **Ahmedabad** Office**.** It is expected that you may be required to work outside normal working hours without additional compensation in order to meet the demand of the business.

In token of your having accepted the above, please sign on the duplicate of this letter.

Sincerely,
Bosch Rexroth (India) Private Limited

Digitally signed by pki, BOSCH, APAC, P, A, patel.da
Date: 2022.06.13 17:32:21 +05'30'

pki, BOSCH, APAC, S, W, swapna.s
Digitally signed by pki, BOSCH, APAC, S, W, swapna.s
Date: 2022.06.13 17:12:26 +05'30'

Deven Patel
General Manager-Human Resources

Swapna Satheesan
Senior Manager –Human Resources

I accept the appointment on the terms and conditions mentioned above.

_____

BRISTLECONE

Application for Employment

Position Applied for:

* Please affix passport size photograph

* Mandatory to fill data.

* Personal Details (To be filled as per your passport):					
*Last Name		First Name		Middle Name	
*Place and Date of Birth		*Marital Status			
*Present Address					
Tel (R) *		(M) *			
*E-mail					
*Permanent Address					
*Permanent Tel (R)					
Four Wheeler Driving License No.		IDP No			

Passport / Visa Details			
*Passport No		Place of Issue	
Dt. of Issue		Dt. of Expiry	
*Nationality		ECNR Status	
*PAN No:			
If not, have you applied for a Passport?			
Place and Date of Application			
Countries travelled abroad			
Have you been refused Visa any time? If yes, give details			
Do you have a valid Visa currently? If yes, give details			

* Family Background			
	Name		Name
Father		Spouse	
Mother		Children	

* Educational Qualifications (List in chronological order starting with Xth Standard)							
School/College/University	Period		Degree/Diploma	Specialization	%	Class/Div.	Scholarship/ Prize
	From	To					

BRISTLECONE

Employment Details			
*Total experience (in years)		*Relevant Experience (in years)	

Current Employment Details

Employer		Type of business			
Address					
Reason for seeking change/leaving					
Period of Service		From		To	TILL
Salary Drawn (CTC)					
Ph. No. (s)					
Designation					
Name & Designation of immediate senior					

Current Role and Salary

Mention description of your role and responsibilities.	Provide details of your current salary	
• Point 1 • Point 2 • Point 3 • and so on	**Current Annual CTC**	
	Basic (monthly)	
	HRA (monthly)	
	Conveyance (monthly)	
	P.F. (monthly)	
	Other Allow. (monthly)	
	Project allow (monthly)	
	Gross Total (monthly)	
	Deduction (monthly)	
	Net Total (monthly)	

***Previous Employment** (Mention in chronological order, starting with the most recent)

Sr. No	Name and Address of Employer (Please also give Telephone Nos.)	Period			Designation	Last Drawn Salary
		From	To	Total		

***Current CTC**		***Expected CTC**	
***Joining Time required**			
***Do you need Relocation?** Yes / No (if eligible)			

Additional Details	
Trainings Attended / Imparted (if any)	
1.	
2.	

Computer Knowledge	
Programming Language	
Application(s) Software / Packages	
Certifications (Mention version & date)	

Language Known (please mention yes/no against the appropriate proficiency levels)			
Languages	**Beginner**	**Intermediate**	**Expert**
English			
Hindi			

Have you applied to us or Mahindra & Mahindra Group companies earlier? If yes, give details.					
Any relatives in Mahindra & Mahindra Ltd., or its group companies? If yes, give details:					
Name		Position		Relationship	

* References (Compulsory)		
	1)	2)
Name		
Designation		
Company		
Address		
Tel. No.		
E-mail ID		
Can a reference be taken now? **Yes / No**		

Declaration: -

I certify that the information furnished above is factually correct and subject to verification by Bristlecone India Ltd.

Signature of Applicant

Date :
Place :

Privacy Consent Form and No Objection Certificate

I hereby declare that I am submitting copies of all the educational, professional, and personal documents as mentioned in the checklist to Bristlecone as part of interview and joining process.

I hereby give my consent to Bristlecone for obtaining, storing and processing, any of my personal data under the Privacy Rules for the purpose of work administration, in its regular course of business towards fulfilment of any objectives of my employment/ contract.

Further, I acknowledge that under prevailing laws and regulations my personal records/data can be disclosed for a legal obligation based on request by government agency, court of law, investigation or for legal liability prescribed under the prevailing law.

I also have no objection and convey my consent to Bristlecone to send my documents to Bristlecone's DMS and BGV partner, subject to the usage only by Bristlecone authorities.

However, at any point during the course of my interview process with Bristlecone I can withdraw this consent by providing valid reason/s. In this case, candidate recruitment process will not progress.

Candidate Name:

Candidate Signature:

Date:

Hi Siddhanth Shankar

On behalf of all the members of Bristlecone family, we welcome you. We have really enjoyed speaking with you and getting to know you over the past few weeks.

Kindly find below the Letter of Intent. Please note this is not an actual offer letter.

The actual offer will be shared with you after the acceptance of LOI and internal approvals. Kindly mail us your acceptance.

NAME	**:**	**Siddhanth Shankar**
DESIGNATION	**:**	**Associate**
DATE OF JOINING	**:**	

COST TOCOMPANY	**:**		**INR 425,000**
FIXED SALARY	**:**		**INR 425,000**
VARIABLE PAY	**:**	**0.00%**	**INR 0**
LOCATION	**:**		

SALARY COMPONENTS (INR)	MONTHLY	ANNUAL
BASIC SALARY	INR 15,000	INR 180,000
FLEXI PAY*	INR 17,895	INR 214,742
PROVIDENT FUND (Employer Contribution)**	INR 1,800	INR 21,600
GRATUITY (Employer Contribution)***	INR 722	INR 8,658
MONTHLY GROSS SALARY (PRE-TAX)	**INR 31,095**	

Fixed Salary includes company's contribution to Provident Fund & Gratuity

Basic Salary will be INR 180,000 or 25% of Fixed salary, whichever is higher

Monthly Gross Salary (Pre-Tax) includes Basic and Flexi Pay, less Employee's contribution to PF

*Please refer to Annexure I for details on Flexi Pay components

#Balancing amount after selecting Flexi Pay options shall be paid as Supplementary Allowance

**PF contribution as per prevailing laws is 12% of basic pay

***Gratuity is as per prevailing laws is 4.81% of Basic Pay - Employees completing 4 Years & 240 Days of continuous service are eligible for Gratuity payout

Flexi Pay Components		
Options	**Monthly**	**Yearly**
House Rent Allowance	40% of Basic (Non-Metro Cities) & 50% of Basic (Metro Cities)	
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Child Education Allowance	Fixed at INR 100	Fixed at INR 1200
Telephone Reimbursement	Fixed at INR 1500	Fixed at INR 18000
LTA (Leave Travel Allowance)	Fixed at INR 6250	Fixed at INR 75000
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Driver's Salary	Fixed at INR 900	Fixed at INR 10800

You will be eligible for total Flexi Pay as per the CTC letter with the flexibility to choose any / all of the above-mentioned elements to create a tax efficient salary structure as per your need. Tax benefits on the above-mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

Mediclaim:

- Over and above the committed fixed CTC, company is providing Mediclaim insurance coverage for a sum insured amount of Rs.6,00,000/- per annum as a family floater (for self, spouse and 2 children). Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis
- Also, the company provides coverage under group personal accident (GPA) Insurance as per the company's policy.

Please note this is not the final offer

Kindly share the below listed documents only in PDF format along with Application form (attached)

- Graduation degree certificate
- Post – Graduation degree certificate
- Appointment letter of previous company (If applicable)
- Relieving letter of previous company (if applicable)
- Last 3 months payslips
- PAN card copy
- Aadhar card copy
- Passport copy
- 3 passport size recent photographs (with white background)

Regards
Shanthi.M

DISCLAIMER : - The contents of this E-mail (including the contents of the enclosure/(s) or attachment/(s) if any) are the privileged and confidential material of Bristlecone and should not be disclosed to, used by or copied in any manner by anyone other than the intended addressee/(s). If this E-mail (including the enclosure/(s) or attachment/(s) if any) has been received in error, please advise the sender immediately and delete it from your system. The views expressed in this E-mail message (including the enclosure/(s) or attachment/(s) if any) are those of the individual sender.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.

Attachments area

BRISTLECONE

Application for Employment

Position Applied for:

* Please affix passport size photograph

* Mandatory to fill data.

* Personal Details (To be filled as per your passport):					
*Last Name		First Name		Middle Name	
*Place and Date of Birth		*Marital Status			
*Present Address					
Tel (R) *		(M) *			
*E-mail					
*Permanent Address					
*Permanent Tel (R)					
Four Wheeler Driving License No.		IDP No			

Passport / Visa Details			
*Passport No		Place of Issue	
Dt. of Issue		Dt. of Expiry	
*Nationality		ECNR Status	
*PAN No:			
If not, have you applied for a Passport?			
Place and Date of Application			
Countries travelled abroad			
Have you been refused Visa any time? If yes, give details			
Do you have a valid Visa currently? If yes, give details			

* Family Background			
	Name		Name
Father		Spouse	
Mother		Children	

* Educational Qualifications (List in chronological order starting with Xth Standard)							
School/College/University	Period		Degree/Diploma	Specialization	%	Class/Div.	Scholarship/ Prize
	From	To					

BRISTLECONE

Employment Details			
*Total experience (in years)		*Relevant Experience (in years)	

Current Employment Details

Employer		Type of business			
Address					
Reason for seeking change/leaving					
Period of Service		From		To	TILL
Salary Drawn (CTC)					
Ph. No. (s)					
Designation					
Name & Designation of immediate senior					

Current Role and Salary

Mention description of your role and responsibilities.	Provide details of your current salary	
• Point 1 • Point 2 • Point 3 • and so on	**Current Annual CTC**	
	Basic (monthly)	
	HRA (monthly)	
	Conveyance (monthly)	
	P.F. (monthly)	
	Other Allow. (monthly)	
	Project allow (monthly)	
	Gross Total (monthly)	
	Deduction (monthly)	
	Net Total (monthly)	

***Previous Employment** (Mention in chronological order, starting with the most recent)

Sr. No	Name and Address of Employer (Please also give Telephone Nos.)	Period			Designation	Last Drawn Salary
		From	To	Total		

***Current CTC**		***Expected CTC**	
***Joining Time required**			
***Do you need Relocation?** Yes / No (if eligible)			

Additional Details	
Trainings Attended / Imparted (if any)	
1.	
2.	

Computer Knowledge	
Programming Language	
Application(s) Software / Packages	
Certifications (Mention version & date)	

Language Known (please mention yes/no against the appropriate proficiency levels)			
Languages	**Beginner**	**Intermediate**	**Expert**
English			
Hindi			

Have you applied to us or Mahindra & Mahindra Group companies earlier? If yes, give details.					
Any relatives in Mahindra & Mahindra Ltd., or its group companies? If yes, give details:					
Name		Position		Relationship	

* References (Compulsory)		
	1)	2)
Name		
Designation		
Company		
Address		
Tel. No.		
E-mail ID		
Can a reference be taken now? **Yes / No**		

Declaration: -

I certify that the information furnished above is factually correct and subject to verification by Bristlecone India Ltd.

Signature of Applicant

Date :
Place :

BRISTLECONE

Privacy Consent Form and No Objection Certificate

I hereby declare that I am submitting copies of all the educational, professional, and personal documents as mentioned in the checklist to Bristlecone as part of interview and joining process.

I hereby give my consent to Bristlecone for obtaining, storing and processing, any of my personal data under the Privacy Rules for the purpose of work administration, in its regular course of business towards fulfilment of any objectives of my employment/ contract.

Further, I acknowledge that under prevailing laws and regulations my personal records/data can be disclosed for a legal obligation based on request by government agency, court of law, investigation or for legal liability prescribed under the prevailing law.

I also have no objection and convey my consent to Bristlecone to send my documents to Bristlecone's DMS and BGV partner, subject to the usage only by Bristlecone authorities.

However, at any point during the course of my interview process with Bristlecone I can withdraw this consent by providing valid reason/s. In this case, candidate recruitment process will not progress.

Candidate Name:

Candidate Signature:

Date:

Hi Tejashwini

On behalf of all the members of Bristlecone family, we welcome you. We have really enjoyed speaking with you and getting to know you over the past few weeks.

Kindly find below the Letter of Intent. Please note this is not an actual offer letter.

The actual offer will be shared with you after the acceptance of LOI and internal approvals. Kindly mail us your acceptance.

NAME	**:**	Tejashwini
DESIGNATION	**:**	**Associate**
DATE OF JOINING	**:**	

COST TOCOMPANY	**:**		**INR 425,000**
FIXED SALARY	**:**		**INR 425,000**
VARIABLE PAY	**:**	**0.00%**	**INR 0**
LOCATION	**:**		

SALARY COMPONENTS (INR)	MONTHLY	ANNUAL
BASIC SALARY	INR 15,000	INR 180,000
FLEXI PAY*	INR 17,895	INR 214,742
PROVIDENT FUND (Employer Contribution)**	INR 1,800	INR 21,600
GRATUITY (Employer Contribution)***	INR 722	INR 8,658
MONTHLY GROSS SALARY (PRE-TAX)	**INR 31,095**	

Fixed Salary includes company's contribution to Provident Fund & Gratuity

Basic Salary will be INR 180,000 or 25% of Fixed salary, whichever is higher

Monthly Gross Salary (Pre-Tax) includes Basic and Flexi Pay, less Employee's contribution to PF

*Please refer to Annexure I for details on Flexi Pay components

#Balancing amount after selecting Flexi Pay options shall be paid as Supplementary Allowance

**PF contribution as per prevailing laws is 12% of basic pay

***Gratuity is as per prevailing laws is 4.81% of Basic Pay - Employees completing 4 Years & 240 Days of continuous service are eligible for Gratuity payout

Flexi Pay Components		
Options	**Monthly**	**Yearly**
House Rent Allowance	40% of Basic (Non-Metro Cities) & 50% of Basic (Metro Cities)	
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Child Education Allowance	Fixed at INR 100	Fixed at INR 1200
Telephone Reimbursement	Fixed at INR 1500	Fixed at INR 18000
LTA (Leave Travel Allowance)	Fixed at INR 6250	Fixed at INR 75000
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Driver's Salary	Fixed at INR 900	Fixed at INR 10800

You will be eligible for total Flexi Pay as per the CTC letter with the flexibility to choose any / all of the above-mentioned elements to create a tax efficient salary structure as per your need. Tax benefits on the above-mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

Mediclaim:

- Over and above the committed fixed CTC, company is providing Mediclaim insurance coverage for a sum insured amount of Rs.6,00,000/- per annum as a family floater (for self, spouse and 2 children). Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis
- Also, the company provides coverage under group personal accident (GPA) Insurance as per the company's policy.

Please note this is not the final offer

Kindly share the below listed documents only in PDF format along with Application form (attached)

- Graduation degree certificate
- Post – Graduation degree certificate
- Appointment letter of previous company (If applicable)
- Relieving letter of previous company (if applicable)
- Last 3 months payslips
- PAN card copy
- Aadhar card copy
- Passport copy
- 3 passport size recent photographs (with white background)

Regards
Shanthi.M

DISCLAIMER : - The contents of this E-mail (including the contents of the enclosure/(s) or attachment/(s) if any) are the privileged and confidential material of Bristlecone and should not be disclosed to, used by or copied in any manner by anyone other than the intended addressee/(s). If this E-mail (including the enclosure/(s) or attachment/(s) if any) has been received in error, please advise the sender immediately and delete it from your system. The views expressed in this E-mail message (including the enclosure/(s) or attachment/(s) if any) are those of the individual sender.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.

Attachments area

Letter of Intent (LOI)

Superset ID: 1249960

November 02, 2021

Dear AYUSH V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1354436

November 02, 2021

Dear Chinmay Bhat,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Dharun. K. S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1143944

November 02, 2021

Dear Karthik Lakshman,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. Forall onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1206004

November 02, 2021

Dear Manda Bharadwaj,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Cognizant

24-Mar-2021

Dear Sneha.S,
B.Tech/B.E., Computer Science and Engineering
Dayanada Sagar College of Engineering, Bangalore

Candidate ID – **15032317**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-.** This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**450,740/-.** This includes an annual target incentive of INR **22,500/-** as well as Cognizant'scontribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company'sonline portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant'scalendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – **Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

Cognizant

Compensation and Benefits

Name: Sneha.S **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees'Compensation Insurance benefit as per the Employees'Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant'spayroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Ref No: 23706256
16-Dec-2022

Vaishnavi V

Dear **Vaishnavi**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Bangalore**.

Your annual total compensation will be **INR 220,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **02-Jan-2023**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

Compensation and Benefits

Name:	Vaishnavi V	**Designation:**	Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1480.357143	17,764
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5366	64,392
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	470	5,640
	Annual Gross Compensation		**220,996**
	Annual Total Compensation		**220,996**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**240,496**

As an associate you are entitled to the following additional benefits:

• Floating medical insurance coverage
• Round-the-clock group personal accident insurance coverage
• Group term life insurance coverage
• Employees' compensation insurance benefit as per the Employee's Compensation Act
• Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

• From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

• Earned Leave – 18 days
• Sick Leave – 12 days
• Casual Leave – 6 days

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#*** Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

Note:

• Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 16-Dec-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Vaishnavi V, ____(Age) ,residing at _____

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Vaishnavi V**

Shibu Balakrishnan
AVP – HR

I have read, understood and accept the above-mentioned terms.

Signature: **Date**:

EDSOLS
INNOVATIONS PRIVATE LIMITED

Mr. Renuka Prasad V.S.

Date : 16.01.2023
Place : Bengaluru

SUB: Offer Letter

Dear Mr. Renuka Prasad V.S.,

With reference to your Junior Developer AI job application and the subsequent interview our CTO **Dr. Arul Nambi Dhamodarn** had with you, we are pleased to offer you a **full-time position** as a **Junior AI Developer** at **EdSols Innovations Private Limited** with a **start date of 17.01.2023**. You will be reporting to **Ms. Soumya Kini** our **Project Lead** and **Dr. Arul Nambi Dhamodaran** our **CTO,** and your base location will be Bengaluru (Karnataka).

In this role, you will be required to work with an agile team to develop, test, and maintain web and desktop-based business automation, machine learning and artificial intelligence and NLP based applications built on cutting edge technologies, 3D Designing and Modeling. Assisting in the collection and documentation of user's requirements, development of user stories, etc. Preparing reports, manuals and other documentation on the status, operation and maintenance of software solutions.

The annual starting salary for this position is **Rs. 3,00,000** and is subject to statutory deductions as per company policies, TDS, and other detections applicable as per law. Your salary will paid on a monthly basis by direct deposit (Your monthly salary will be INR 25,000/-), starting on 5th of every month. Your CTC will be adjusted post a performance review after 6 months.

This offer and your continued employment are subject to you passing, to the Company's reasonable satisfaction, any background check, including any background check conducted by the Company or any third-party background check service including providing complete and accurate information requested in relation to the same within the timeframe specified by the Company.

+91 99620 79608
sales@edsols.in
www.edsols.in
34, 6th Main
Banaswadi, Bangalore

Notwithstanding your acceptance of this offer, your employment with the Company will be conditioned upon you and the Company entering into an Appointment Letter on the date you first report for duty. The Appointment Letter will set forth the other terms and conditions of your employment, including without limitation matters relating to the Company's hours-of-work.

Please confirm your aceptance of this offer by signing and returning this letter by 17/01/2023.

Upon your acceptance of this offer, you will be required to submit the soft copies of the following documents on the date of joining:

1. Copies of Educational Certificates
2. Relieving/Experience Certificates from your previous employers
3. Last drawn Payslip/salary certificate from your previous employer
4. Copy of your PAN Card
5. Copy of your Aadhar Card
6. Bank Account details

We are excited to have you join our team! If you have any questions, please feel free to reach out to us at any time.

Signature _____
Name **Mr. Renuka Prasad V.S.**

Best Regards,
For EdSols Innovations Private Limited



Name: Dr. Arul Nambi D.
Designation: Director

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions for this appointment and return the same to us.

+91 99620 79608
sales@edsols.in
www.edsols.in
34, 6th Main
Banaswadi, Bangalore

Monday, 27th September 2021

Dear Karuna MAHANTESH MUGABAST,

Congratulations on being selected to join Faurecia family!

Faurecia India Private limited is pleased to offer you the position of **Graduate Engineer Trainee** effective 1st July 2022.

Faurecia is a global automotive player specializing in the design, development, manufacture and delivery of automotive parts in 4 key business groups including Automotive seating, Clean mobility, Interior systems and Faurecia Clarion Electronics. Our mission lies in providing innovative solutions for products and processes that make it possible to build vehicles with a winning combination of safety, reliability, comfort, style and respect for the environment.

We take this opportunity to welcome you to Faurecia India Private Limited and look forward to you being a part of our mission, and together, we hope to build an organization that we will all enjoy working for!

We are sure that new assignments, office set up and colleagues await you. We hope you will find pleasure and challenge in each aspect of work life here.

Annexure-I is the list of documents for your reference, kindly remember to bring documents on the day of your joining.

You have been offered an Annual Compensation & benefits package of **Rs. 450,000/- (Rupees Four Lakhs and Fifty Thousand Only)** Refer the Annexure-II for detailed structure of compensation.

You are requested to appear for pre-employment medical checkup before joining. This offer is subject to your being certified medically fit by the medical practitioner at any given point of time of your employment.

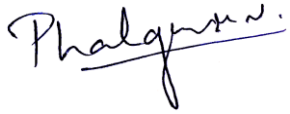
Please sign the enclosed copy of this letter and return it to indicate your acceptance of this offer.

We at Faurecia India Private Limited look forward to welcoming you aboard for a long and mutually rewarding association.

Thanking you,

Yours faithfully,

For Faurecia India Private Limited.,



Phalgun Nagendran

Human Resources

I accept the above terms and conditions and shall report, for duty on:

Signature of the candidate and date:

Date -

Name -

Address -

Annexure-I

Following are the list of documents that you need to submit on the day of joining.

Educational Credentials:

- 10th/ SSLC
- 12th/ Pre University
- University Marks Sheets and Convocation certificate.

Personal Credentials:

- ID Proof
- Address Proof
- Passport
- PAN Card (PAN Card is Mandatory)
- 3 Passport Size Photos
- Aadhar card

Annexure-II

Compensation Offer

Name	Karuna MAHANTESH MUGABAST
Designation	Graduate Engineer Trainee

Salary Structure & Cost to Company in INR (Annual)	
Basic Salary	180,000
Flexible Benefit Account (FBA)	237,102
Monthly Gross X 12 (A)	**417,102**
Provident Fund	21,600
Gratuity	8,658
RETIRALS (B)	**30,258**
Canteen	2,640
BENEFITS (C)	**2,640**
Guaranteed Compensation (A+B+C)	**450,000**

Lunch Deduction will be Rs.220 per month. You will be covered under following insurances

1. GMC (Group Medical Claim) + 5 dependents
2. (Group Personal Accident)
3. Covid Kavach
4. Subsidized Canteen + Transport.

This will be applicable on your full-time employment with Faurecia.

Phalgun Nagendran

Human Resources

INDO-MIM
COMPLEXITY SIMPLIFIED

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Mr. Monish S,
S/o Sadananda. G, No-1311E,
18th Main road, Marenahalli village,
J P Nagar 2nd phase, Bangalore- 560078

June 6, 2022

Dear Charan Raj,

OFFER LETTER

Congratulations on your selection. We are pleased to offer you the position of **"Graduate Engineer Trainee"** in our organization.

1. **Compensation & Benefits:**
   - Your Compensation & other Company benefits are as follows:
   - Annexure – 1 (As discussed at the time of interview)
   - Additional benefits: Medi-claim coverage /ESI, Bonus, Highly subsidized canteen.
2. **Joining Date:**
   You would be required to join us on or before **1st August 2022**
3. **Joining Formalities:**

On the day of your joining you are required to submit a copy of the following documents along with the originals.

1. Certificate of educational/professional qualifications **(10th &PUC & BE).**
2. Passport size color photographs - 4 copies.
3. Relieving, Experience & Salary certificate of previous company (if applicable)
4. Original mark sheet/certificates for verification.

4. **Pre-employment medical test:**
   Candidate shall go through pre-employment medical test before **27th or 29th July 2022.** Otherwise it stands cancelled.
5. **Police Verification:**
   Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the adhar card.

This is an offer of appointment. A detailed formal letter of appointment will be issued to on the date of joining.

Note: This offer is valid subjected to, your medical fitness, Police NOC and Submission of original academic certificates for Verification.

Congratulations once again on your selection and we look forward for a long and mutually beneficial association.

With Best Regards.

For **Indo – MIM Pvt. Ltd.,**

Jayaram. M.N.

Jayaram M N
Manager - HR

NOTE: Kindly return the duplicate copy of this letter with your acceptance.
I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on 1st August 2022 (01/08/2022)

Scanned with CamScanner

INDO-MIM

Ref: IM/2022 06.06.2022

Name : **Mr. Monish S**

Designation : **Graduate Engineer Trainee**

Salary scheme : **Scheme- GET 1**

Date of effective : **01.08.2022**

#	Component	Rs. Per month	Rs. Per annum
A	**Salary- Monthly**		
	Basic	16223	1,94,676
	House Rent Allowance	4550	54,600
	Total-1	**20,773**	**2,49,276**
B	**Annual Benefit**		
	Ex-gratia	3,245	38,940
	Total-2	**3,245**	**38,940**
C	**Retiral & Other Benefits**		
	Company's PF Contribution @ 12%	1,800	21,600
	ESI 3.25% Gross	675	8,101
	Gratuity 4.81% on Basic	780	9,360
	Medical Insurance	0	0
	Term Insurance	279	3,348
	Total - 3	**3,534**	**42,409**
	Cost to Company (Total:1 to 3)	**27,552**	**3,30,625**

Net Monthly Salary	
Company's PF Contribution @ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA	1,800
Less: Professional Tax	200
Less: ESI	156
Less: Canteen Cost	200
Income Tax deduction	To be assessed
Net Monthly Salary but before Income tax	**18,417**

The Management reserves the right to restructure your salary at any time. Arrears if any, will be paid along with current month salary.

for **Indo - MIM Pvt Ltd**

Jayaram M N
Manager - Human Resources

Monish
09/06/2022
Signature of the employee

Scanned with CamScanner

INDO-MIM®
COMPLEXITY SIMPLIFIED

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Mr. Mithan B Raj **July 23, 2022**
S/o Basavaraju N T,
#5, 13th block, Kaveri sankeerna,
Audugodi, Bangalore

Dear Mithan B Raj,

OFFER LETTER

Congratulations on your selection. We are pleased to offer you the position of **"Graduate Engineer Trainee"** in our organization.

1. **Compensation & Benefits:**
   - Your Compensation & other Company benefits are as follows:
   - Annexure – 1 (As discussed at the time of interview)
   - Additional benefits: Medi-claim coverage /ESI, Bonus, Highly subsidized canteen.
2. **Joining Date:**
   You would be required to join us on or before **1st August 2022**
3. **Joining Formalities:**

On the day of your joining you are required to submit a copy of the following documents along with the originals.

1. Certificate of educational/professional qualifications (**10th &PUC & BE).**
2. Passport size color photographs - 4 copies.
3. Relieving, Experience & Salary certificate of previous company (if applicable)
4. Original mark sheet/certificates for verification.

4. **Pre-employment medical test:**
   Candidate shall go through pre-employment medical test before **27th or 29th July 2022.** Otherwise it stands cancelled.
5. **Police Verification:**
   Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the adhar card.

This is an offer of appointment. A detailed formal letter of appointment will be issued to on the date of joining.

Note: This offer is valid subjected to, your medical fitness, Police NOC and Submission of original academic certificates for Verification.

Congratulations once again on your selection and we look forward for a long and mutually beneficial association.

With Best Regards.

For **Indo – MIM Pvt. Ltd.,**

Jayaram. M. N.

Jayaram M N
Sr.Manager - HR

NOTE: Kindly return the duplicate copy of this letter with your acceptance.
I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on .....

INDO-MIM
COMPLEXITY SIMPLIFIED

Ref: IM/2022 **23.07.2022**

Name : **Mr. Mithan B Raj**

Designation : **Graduate Engineer Trainee**

Salary scheme : **Scheme- GET 1**

Date of effective : **01.08.2022**

#	Component	Rs. Per month	Rs. Per annum
A	**Salary- Monthly**		
	Basic	16223	1,94,676
	House Rent Allowance	4550	54,600
	Total-1	**20,773**	**2,49,276**
B	**Annual Benefit**		
	Ex-gratia	3,245	38,940
	Total-2	**3,245**	**38,940**
C	**Retiral & Other Benefit**		
	Company's PF Contribution @ 12%	1,800	21,600
	ESI 3.25% Gross	675	8,101
	Gratuity 4.81% on Basic	780	9,360
	Medical Insurance	0	0
	Term Insurance	279	3,348
	Total - 3	**3,534**	**42,409**
	Cost to Company (Total:1 to 3)	**27,552**	**3,30,625**

Net Monthly Salary

Company's PF Contribution @ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA	1,800
Less: Professional Tax	200
Less: ESI	156
Less: Canteen Cost	200
Income Tax deduction	To be assessed
Net Monthly Salary but before Income tax	**18,417**

The Management reserves the right to restructure your salary at any time. Arrears if any, will be paid along with current month salary.

for **Indo - MIM Pvt Ltd**

Jayaram - M. N.

Jayaram M N
Sr. Manager - Human Resources

Signature of the employee

INDO-MIM®
COMPLEXITY SIMPLIFIED

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Ref: IM/PM/2022 Date: 23.07.2022

Director (CEO)
Bangalore Baptist Hospital
Ballary Road
Vinayakanagar, Hebbal,
Bengaluru, Karnataka 560024.

Dear Sir/Madam,

Subject: **Pre - Employment Medical Test.**

The below mentioned personnel is advised to contact you for Pre-employment medical test. Kindly arrange for his/her pre-employment medical test.

Please send the report to the below mentioned address at the earliest.

You may please send the bill to company for payment.

Mr. Mithan B Raj

Note: Please send report to Hosakote plant

Thanking you,

Yours faithfully
For Indo – MIM Pvt. Ltd.

JayaRam. M. N.

Jayaram MN
Sr.Manager- HR

HRD/3T/1002698388/22-23 June 23, 2022

Mr. Prajwal Kumar

Ph: +91-8197877769

Dear Prajwal,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002698388/22-23 June 23, 2022

Mr. Prajwal Kumar

Ph: +91-8197877769

Dear Prajwal,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **18-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 19:48:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - 9

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Prajwal Kumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE -

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr Prajwal Kumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** **(To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

28th March, 2022

Dear *Graduate Engineer Trainee*,

WELCOME TO THE JSW GROUP

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee ("GET")** in **'L08T'** grade and your subsequent appointment will be subject to the following terms and conditions:

A. Your training period shall commence from the date of your appointment i.e. 01St June 2022 and will continue for a period of one year. Your initial remuneration as a GET during training period with JSW shall be **Rs. 5.5 lakhs** per annum ("**CTC**").

B. You shall be eligible for **Rs. 1 lakh ("Retention Bonus")** spread over 2 years, subject to such terms and condition as may be detailed under the Appointment Letter.

C. This offer is valid subject to **your successful Graduation, with a passing score of Min 60% in aggregate.**

D. The location where you shall be posted shall be communicated to you by May, 2022. You are requested to report at the assigned location a day prior to **01st June, 2022.** Your appointment shall be final subject to the following conditions of eligibility:

   a. You having secured at least 60% in your 10th and 12th standard examinations.
   b. You having completed the B. E/ B.Tech course with a First Class (aggregate 60% or equivalent or more and as per University declaration). In case you fail to clear your degree, then the offer shall stand cancelled and revoked.
   c. You having been declared medically fit by a certified medical practitioner and having provided the necessary documents to such effect. In the event of any medical abnormality, your offer will stand cancelled and revoked.
   d. You having cleared all reference checking, background verification and having submitted copies of the following documents at the time of your joining (along with the production of the original documents for verification):
      - All Educational Certificates – S.S.L.C, H.S.C, UG/PG, Additional qualifications (If any)
      - Proof of your Date of Birth
      - PAN Card or any other identity cards issued by the Government
      - 5 Passport size photographs
      - Submission of medical fitness as per the medical tests prescribed by JSW.

E. In the event of you not meeting any of the conditions of eligibility stated above, you shall not be eligible for appointment and the offer of appointment shall stand revoked and withdrawn with immediate effect. In the event of you furnishing any wrong, inaccurate information or suppressing any of the information, your appointment as well as this offer, shall be terminated and revoked with immediate effect.

F. A detailed **'Appointment Letter'** will be issued to you after your joining, subject to you fulfilling the conditions of eligibility as stated above. You shall be required to abide by all the terms of the Appointment Letter at all times during the tenure of your with JSW. Further, at any time, during your tenure with JSW, you may be deputed to or transferred to any of JSW's plant locations, unit, site across India or overseas including JSW's affiliates, subsidiaries, group companies or promoter establishments, as per the requirements of JSW.

G. The terms of this LoI are strictly confidential and should be treated as privileged information between you and JSW and you are expected to maintain such information appropriately.

H. This offer and the terms of this LoI apply to the person above-named and as identified by JSW through its recruitment process. This offer or its conditions shall not be construed to the benefit of any other person at any time.

I. You shall be governed by and shall be subject to JSW's HR Policies, code of conduct, standing orders, and such other rules, regulations and guidelines applicable to your category and location of posting, as prevailing under applicable law at the time of your joining JSW or as may be subsequently modified, amended or replaced from time to time.

J. You acknowledge that in case of your subsequent appointment with JSW, you shall not accept any other training or employment or otherwise directly or indirectly be engaged with any trade, business or pursuit on your own account or as an agent for others, without the prior consent of JSW.

K. This LoI shall be governed by the laws of India and in the event of any dispute hereof, the appropriate courts in Mumbai shall have exclusive jurisdiction to adjudicate such disputes.

L. This LoI supersedes all and any other offer/ communication, whether oral or in writing, issued to you earlier.

Kindly confirm acceptance of the above offer via email (gulistaan.ragina@jsw.in / jsw-calyxpod@calyxpod.com) latest within 3 days of the receipt of this LoI by you, as a token of your having read, understood and accepted the offer, failing which this LoI shall stand cancelled, withdrawn, revoked and shall become void.

We look forward to you joining us. We are confident that you will find new challenges, opportunities and satisfaction in your association with JSW.

With Best Wishes,

Yours sincerely,

Dilip Pattanayak

President & CHRO - Steel & Corporate

For JSW Steel / Cement / Paints / ONE Platform

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

KAAYA VIRTUALIZATION TECH PRIVATE LIMITED
No 970, Ganapathi Temple Road, opp. Nirmithi Kendra, Bogadi 2nd stage, Mysuru-570026

EMPLOYMENT AGREEMENT

Dear **Mr Bharath G**

With reference to our discussions, we are pleased to appoint you as **Software Development Engineer-Backend** at KAAYA VIRTUALIZATION TECH PRIVATE LIMITED (India) subject to the following terms and conditions.

Effective **1st August 2022, Bharath G** ("Employee") and KAAYA VIRTUALIZATION TECH PRIVATE LIMITED (India). ("Company") agree as follows:

1. Services and Payment. Employee agrees to work for KAAYA VIRTUALIZATION TECH PRIVATE LIMITED (India) , as required by the company in Integration of user-facing elements developed by a front-end developers with server side logic, Building reusable code and libraries for future use, Optimization of the application for maximum speed and scalability, Implementation of security and data protection, Design and implementation of data storage solutions as required by the company in domains including but not limited to Cloud API, Artificial Intelligence, Project Management, Human pose detection devices, Virtual Reality, Augmented Reality, Mixed Reality and Robotics training and Consultation. Employee CTC will be INR 10,00,000.00 Per annum inclusive of all allowances and benefits as given in Annexure. Employee will be on Probation for 3 months from the date of joining.

2. Ownership Rights; Proprietary Information; Publicity.

a. Company shall own all right, title and interest (including patent rights, copyrights, trade secret rights, mask work rights, trademark rights and all other intellectual and industrial property rights of any sort throughout the world) relating to any and all inventions (whether or not patentable), works of authorship, mask works, designations, designs, know-how, ideas and information made or conceived or reduced to practice, in whole or in part, by Employee during the term of this Agreement that relate to the subject matter of, or arise out of, the Services or any Proprietary Information (as defined below) (collectively, "Inventions") and Employee will promptly disclose and provide all Inventions to Company. Employee hereby makes all assignments necessary to accomplish the foregoing ownership. Employee shall further assist Company, at Company's expense, to further evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce, and defend any rights assigned. Employee hereby irrevocably designates and appoints Company as its agents and attorneys-in-fact, coupled with an interest, to act for and on Employee's behalf to execute and file any document and to do all

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

other lawfully permitted acts to further the foregoing with the same legal force and effect as if executed by Employee.

b. Employee agrees that all Inventions and all other business, technical and financial information (including, without limitation, the identity of and information relating to customers or employees) Employee develops, learns, or obtains in connection with Services or that are received by or for Company in confidence, constitute "Proprietary Information." Employee will hold in confidence and not disclose or, except in performing the Services, use any Proprietary Information. However, Employee shall not be obligated under this paragraph with respect to information Employee can document is or becomes readily publicly available without restriction through no fault of Employee. Upon termination and as otherwise requested by Company, Employee will promptly return to Company all items and copies containing or embodying Proprietary Information, except that Employee may keep its personal copies of its compensation records and this Agreement. Employee also recognizes and agrees that Employee has no expectation of privacy with respect to Company's telecommunications, networking, or information processing systems (including, without limitation, stored computer files, email messages and voice messages) and that Employee's activity, and any files or messages, on or using any of those systems may be monitored at any time without notice.

c. As additional protection for Proprietary Information, Employee agrees that during the period that it is to be providing Services (i) and for one year thereafter, Employee will not encourage or solicit any employee or Employee of Company to leave Company for any reason and (ii) Employee will not engage in any activity that is in any way competitive with the business or demonstrably anticipated business of Company, and Employee will not assist any other person or organization in competing or in preparing to compete with any business or demonstrably anticipated business of Company. Without limiting the foregoing, Employee may perform services for other persons only if such services do not represent a conflict of interest or a breach of Employee's obligation under this Agreement or otherwise.

d. To the extent allowed by law, Section 2.a and any license to Company hereunder includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights," "artist's rights," "droit moral," or the like. Furthermore, Employee agrees that notwithstanding any rights of publicity, privacy or otherwise (whether or not statutory) anywhere in the world and without any further compensation, Company may and is hereby authorized to use Employee's name in connection with promotion of its business, products and services and to allow others to do so. To the extent any of the foregoing is ineffective under applicable law, Employee hereby provides any and all ratifications and consents necessary to accomplish the purposes of the foregoing to the extent possible. Employee will confirm any such ratifications and consents from time to time as requested by Company. If any other person

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

provides any Services, Employee will obtain the foregoing ratifications, consents, and authorizations from such person for Company's exclusive benefit.

e. If any part of the Services or Inventions is based on, incorporates, or is an improvement or derivative of, or cannot be reasonably and fully made, used, reproduced, distributed and otherwise exploited without using or violating technology or intellectual property rights owned or licensed by Employee and not assigned hereunder, Employee hereby grants Company and its successors a perpetual, irrevocable, worldwide royaltyfree, nonexclusive, sublicensable right and license to exploit and exercise all such technology and intellectual property rights in support of Company's exercise or exploitation of the Services, Inventions, other work performed hereunder, or any assigned rights (including any modifications, improvements and derivatives of any of them).

3. Warranty. Employee warrants that: (i) the Services will be performed in a professional and workmanlike manner and that none of such Services nor any part of this Agreement is or will be inconsistent with any obligation Employee may have to others; (ii) all work under this Agreement shall be Employee's original work and none of the Services or Inventions or any development, use, production, distribution or exploitation thereof will infringe, misappropriate or violate any intellectual property or other right of any person or entity (including, without limitation, Employee); and, (iii) Employee has the full right to allow it to provide the Company with the assignments and rights provided for herein.

4. Former or Conflicting Obligations. Employee represents and warrants to the Company that Employee will not disclose to the Company, or use, or induce the Company to use, any proprietary information or trade secrets of others. Employee represents that Employee's performance of services under this Agreement will not breach any agreement not to compete with others or any agreement to keep in confidence proprietary information acquired by Employee in confidence or in trust prior to the effective date of this Agreement. Employee certifies that Employee has no outstanding agreement or obligation that is in conflict with any of the provisions of this Agreement, or that would preclude Employee from complying with the provisions hereof.

5. Termination. If either party materially breaches a material provision of this Agreement, the other party may terminate this Agreement upon 90 days' notice unless the breach is cured within the notice period. Company also may terminate this Agreement at any time, with or without cause. Sections 2 (subject to the limitations set forth in Section 2.c) through 9 of this Agreement and any remedies for breach of this Agreement shall survive any termination or expiration. Company may communicate such obligations to any other (or

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

potential) client or employer of Employee. b) If the employee wants to terminate the contract, the Employee will have to submit the letter of resignation and serve a Notice period of 90 days before he/she will be relieved of his/her duties towards the company.

6. Assignment. This Agreement and the services contemplated hereunder are personal to Employee and Employee shall not have the right or ability to assign, transfer, or subcontract any obligations under this Agreement without the written consent of Company. Any attempt to do so shall be void. Company may assign its rights and obligations under this agreement in whole or part.

7. Notice. All notices under this Agreement shall be in writing, and shall be deemed given when personally delivered, or three days after being sent by prepaid certified or registered mail to the address of the party to be noticed as set forth herein or such other address as such party last provided to the other by written notice or when delivered to the email address provided in this agreement electronically.

8. Any breach of Section 2 or 3 will cause irreparable harm to Company for which damages would not be an adequate remedy, and therefore, Company will be entitled to injunctive relief with respect thereto in addition to any other remedies. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. No changes or modifications or waivers to this Agreement will be effective unless in writing and signed by both parties. In the event that any provision of this Agreement shall be determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable.
In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorney's fees. Headings herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.

9. Employee's initial place of work/training will be in Mysore. Employee may be transferred or posted to any other location based on company's requirements. During the course of employment, employee may be required to travel across locations within India or abroad.

10. Employee will adhere to the Code of Conduct guidelines of the company. If employee commit any breach of the Code of Conduct and Disciplinary Procedures, or employee's conduct is detrimental to the interests of the company, his/her service will be terminated without any notice or payment in lieu thereof.

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

KAAYA VIRTUALIZATION TECH PRIVATE LIMITED
No 970, Ganapathi Temple Road, opp. Nirmithi Kendra, Bogadi 2nd stage, Mysuru-570026

11. Employee will be terminated from your employment if identified with communicable disease/ailment, so as to not to endanger other employees, at the discretion of the management.

12. Employee will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the company.

13. Employee designation is merely indicative of responsibilities, which you are required to carry out. The company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.

14. On transfer to any other place, employee will observe the working timings and holidays as applicable to the place of work where you have been transferred without any change in remuneration.

15. Employee will forthwith inform the company of any change in your residential address.

16. Employee shall not either during the continuance of your employment except in the proper course of duty or with the express written consent of the company divulge or make use of any secrets or of any correspondence, accounts, information, connections or dealings whatsoever of the company, its subsidiaries or associated companies or of any customer or correspondent of any of them or of any knowledge gained in relation thereto during the term of employment and shall not alter, obliterate, spoil, destroy, waste, embezzle, spend or without the express written consent of the company take away from the custody of the company any of the books, papers, writings, accounts, money or other property of the company, its subsidiaries or associated companies or of any customer or correspondent of any of them.

17. It is agreed that it shall be open to the company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to the employee as per the company's decision.

18. Sick leave may be granted at the discretion of the company but if the employee is absent from work due to ill health for a period of 8 weeks or above in any consecutive period of twelve calendar months, the company, may after due scrutiny, reserve the right to terminate the employment without any notice.

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

KAAYA VIRTUALIZATION TECH PRIVATE LIMITED
No 970, Ganapathi Temple Road, opp. Nirmithi Kendra, Bogadi 2nd stage, Mysuru-570026

19. Employee is bound to complete the handover as applicable at the time of exit from the company.

You are requested to indicate your acceptance of our appointment by signing and returning a copy of this letter.

Sign: Shwetha Harshavardhana Date: Jul 04 2022 11:53 IST	Sign: Bharath G Date: Jul 04 2022 11:43 IST
Shwetha Harshavardhana, Head HR, KVTPL No 970, Ganapathi Temple Road, opp. Nirmithi Kendra, Bogadi 2nd stage, Mysuru-570026 Email: shwetha@holosuit.com Ph: +91 8884570888	Bharath G Address: #475,Amaravathi Nilaya,2nd cross,2nd main,Ashwathnagar, Marathahalli extension, Bengaluru 560037, Karnataka,India Email: bharath27.naidu@gmail.com Ph: +91 7353577207

Zoho Sign Document ID: HUJDSM-9HJK9593JWSELDC_EH-6KQCRTLELBWVBYFB4

KAAYA VIRTUALIZATION TECH PRIVATE LIMITED
No 970, Ganapathi Temple Road, opp. Nirmithi Kendra, Bogadi 2nd stage, Mysuru-570026

Annexure

Salary breakup

Compensation Details (All Components in INR)

	Monthly	Annual
Basic Pay	37,500.00	4,50,000.00
House Rent Allowance	16,667.00	2,00,004.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	23,066.00	2,76,796.00
1) Gross Compensation	78,833.00	9,46,000.00
2) Retiral Benefits		
Company Contribution to PF	4,500.00	54,000.00
Company Contribution to ESI	0.00	0.00
Total of Retiral Benefits	4,500.00	54,000.00
3)Annual Incentives		
Performance based Bonus	0.00	0.00
Employee Stock Option	0.00	0.00
Total Incentives	0.00	0.00
4) Cost To Company (1+2+3)	83,333.00	10,00,000.00

Note:

1.Employee share of PF and ESI will be Deducted from Gross Compensation

2.If Employee Covered under State Professional tax act and Income tax act (TDS), It will be deducted from Gross Compensation.

3.Employee will be covered under the Group Health Insurance Scheme.

KEYENCE

KEYENCE INDIA PVT. LTD.

SKCL TRITON SQUARE, 1ST FLOOR, UNIT NO: C3 TO C7, THIRU-VI-KA INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600 032, TAMIL NADU, INDIA.
Phone: +91(44) 4963 0900, Fax: +91(44)-4963-0901 CIN: U33130TN2011FTC081813 E-mail: info@keyence.co.in Website: www.keyence.co.in

OFFER LETTER

To

Mr. Prince Giftson WS,

Dear Candidate,

Thank you for meeting us to pursue an employment opportunity with our organization.

Based on your Bio-data and the interview you had in connection with your employment in our Company, we are pleased to make you an offer of appointment as **Consulting Sales Engineer** in the Sales Department on the remuneration as offered and agreed by. The Management reserves the right to bifurcate or merge the allowances in future. Please refer below proposed annual salary structure.

Salary and Other Allowance Annual	INR	4,34,560/- (Fixed)
Variable Incentive & Bonus	INR	37,200/- (Based on performance)
Total Annual Salary		**INR 4, 71,760/- (Including variable)**

Note: *If candidate relocated to other location, then eligible to get relocation bonus, accommodation benefits, home trip allowance, spoken language support fee and home appliances movement support fee.*

While this offer of appointment is being made for Consulting Sales Engineer the management reserves the right to utilize your services in any of our group companies, located elsewhere in India or abroad, either in existence or which may come into existence. Your initial place of posting will be at any location in India (**Chennai / Bangalore / Pune / Gurugram / Other location)**. However, we will intimate your date joining, reporting address and training schedule in One Month before from the date of joining by e-mail. The proposed joining date is 1st July 2022.

This appointment offer is subject to:

1. Successful completion of your Graduation
2. The information provided by you in your Bio-data and interviews being correct and valid.
3. Subject to submission of below documents

KEYENCE

KEYENCE INDIA PVT. LTD.

SKCL TRITON SQUARE, 1ST FLOOR, UNIT NO: C3 TO C7, THIRU-VI-KA INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600 032, TAMIL NADU, INDIA.
Phone: +91(44) 4963 0900, Fax: +91(44)-4963-0901 CIN: U33130TN2011FTC081813 E-mail: info@keyence.co.in Website: www.keyence.co.in

4. This offer letter accepted and not joined as per our above requested date, the candidate must undertake to pay penalty of one month salary to Keyence India Private Limited.

5. This offer is valid from the date of your joining which should not be later than our requested date of joining. Your formal appointment letter will be issued at the time of your joining. In the meantime, we request your confirmation of acceptance of this offer by retuning us a signed copy of this letter (or) you can send singed scanned copy of confirmation letter to hr@keyence.co.in by e-mail, within one week from your date of interview. If there is no acceptance received within one week this offer letter is invalid

Please bring the following documents at the time of your joining:

1. Original and Photocopies of all your certificates
2. Copy of Residential address proof
3. Copy of PAN Card
4. Copy of Aadhaar Card
5. Copy of Driving Licence (if available)
6. Copy of Passport (if available)

We look forward to your joining our organisation at the earliest.

Yours faithfully

For KEYENCE INDIA PRIVATE LIMITED

Authorized Signatory

ACCEPTANCE DECLARATION:

I have read and understood the above terms and conditions of my offer letter and accept the same and agree to abide by them.

Signature of the Employee:

Name : PRINCE GIFTSON W.S

Date : 03/10/2021

Offer Letter and Terms of Employment
Date: 27.10.2022

Dear **Ullas Pattar**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT.
Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Designation: **Trainee**
- Grade: **A Grade**
- Base Location: **Bengaluru-ATP**
- Joining Date: **31.10.2022**

Your Total Target Compensation including all benefits will be INR 400,000.00/- (Four Lakh) per annum. Annexure A provides a detailed break-up of the compensation package.

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance in writing within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Mediclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

As a token of your acceptance of the above terms and conditions of the offer, please sign the duplicate copy of this letter and indicate the date on which you can begin your employment with us.

Yours Sincerely,
For: KPIT Technologies Limited



Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

Basic Salary

- Your Basic Salary will be **INR 17,657.00/-** per month.

House Rent Allowance

- Your HRA will be **INR 8,828.00/-** per month.

Monthly Bonus

- You will be eligible for monthly bonus of **INR 3,531.00/-**.

Employer's contribution to Provident Fund

- You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and KPIT will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act
- You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with KPIT PF / Pension account

Flexi Basket (FB)-

- FB offers you the flexibility to design part of your compensation within the defined framework, once in a financial year
- To design your FB you may access the link in the "myWorld", KPIT's internal portal
- Your tax will be deducted as per income tax guidelines

Components under FBP are listed below -

Children Education Allowance

- Maximum for 2 Children - **INR 1200/-** per child per annum
- Tax exemption - on submission of original bills for children tuition fee
- Paid on monthly basis

Professional Development Allowance

- Maximum upto **INR 50,000/-** per annum
- Tax exemption - on submission of original bills for self ONLY
- Paid on monthly basis

Meal Allowance

- Option of **INR 13200/-** or **INR 26400/-** per annum
- Tax - Exemption - On subscribing Sodexho Food Card or PayTM Food Wallet only
- No bills required

Hostel Allowance

- Max for 2 Children - **INR 3600/-** per child p.a.
- Tax - Exemption - On submission of original bills for children's Hostel Fees ONLY
- Paid Monthly

National Pension Scheme (NPS)

- Min **INR 6015/-** p.a. and Max up to 10% of Basic
- Amount contributed in PRAN account monthly (if subscribed for the same)

Leave Travel Allowance (LTA)

- Maximum upto **INR 50,000/-** per annum
- Tax - Exemption - On submission of original bills for Self/Spouse/dependents which can be claimed twice in a block of 4 year
- Paid Once in a year
- If not claimed by Dec Payroll cutoff date, the amount shall be paid in March pay Salary as taxable.

Other Allowance

- Fully Taxable, this is balance amount post FB restructuring

Total Targeted Compensation (TTC)

- TTC is the sum of all components namely - Basic Salary, HRA, Monthly Bonus, Employer PF contribution, FB, Special Allowance and VPI.

Gratuity

- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Employer's contribution to Insurance Premium

- Amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium

Other benefits

- It's a sum of gratuity and employer's contribution to insurance premium

Cost to Company (CTC)

- CTC is the sum of all components namely - Basic Salary, HRA, Monthly Bonus, Employer PF contribution, FB, Special Allowance, VPI, Gratuity and Employer's Contribution to Insurance Premium.

OTHER BENEFITS

Bond

- You will also be required to sign a Bond of **24** months prior to your appointment. This covers the cost of training that we will provide to you. In the event of breaching the bond, there will be a penalty of **INR 200,000.00/-** payable to the company in lieu of training costs.

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld", KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable in India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 11,00,000.00/-**
- Group Personal Accident Insurance cover of **INR 20,00,000.00/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

ANNEXURE A

Components	Monthly [Amount (in INR)]	Yearly [Amount (in INR)]
Basic Salary	17,657.00	211,879.00
House Rent Allowance	8,828.00	105,940.00
Monthly Bonus	3,531.00	42,376.00
Employer's contribution to Provident Fund	2,119.00	25,425.00
Other Allowance (Flexi Basket)	1,198.00	14,380.00
Fixed Compensation**	**33,333.00**	**400,000.00**
Total Target Compensation	**0.00**	**400,000.00**
Notional Provision for Statutory Gratuity****	0.00	10,191.00
Employer's contribution to Insurance Premium*****	0.00	5,200.00
Other Benefits	**0.00**	**15,391.00**
Cost to Company	**0.00**	**415,391.00**

- ** Fixed compensation is payable subject to adherence of all applicable policies of the organization.
- **** As per Payment of Gratuity Act.
- ***** The amount mentioned is an indicative average cost incurred by Company towards Group Mediclaim, Group Personal Accident and Group Term Life Insurance premium.

Kindly note -

- The above salary break-up is per annum and is provided based on the existing company policies and may undergo change from time to time.
- As per the company policy you are required to maintain total confidentiality of your compensation details.
- Certain figures mentioned in this Letter of Offer, including financial information have been subject to rounding-off adjustments. In certain instances,
  - The sum change of such numbers may not match exactly to the total figure given; and
  - The sum of the numbers in a column or row in certain tables may not match exactly to the total figure given for that column or row.

Terms of Employment -

Working Hours

- Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review, increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT to continue to serve its clients and customers better
- If you are deputed internationally for training, you will be required to sign an agreement to serve KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar days' written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

Employment in India

- In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPITs policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator thatÂ shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in Stale Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Document submission

1. Standard X and XII marksheets / equivalents
2. Degree certificate and marksheets for all semesters
3. Postgraduate Degree certificate and marksheets for all semesters
4. Passport / Driving License / Ration Card
5. Experience certificate from previous employers indicating the following:
    a. Period of employment
    b. Technology areas you have worked on
    c. Certificates for any training provided by your previous employers in various technologies
    d. Relieving letter and experience letter from current and all previous employers indicating date of release
6. PAN card
7. Aadhar Card
8. Work permit or any other documentation required to take up permanent employment with KPIT
9. Photograph to be uploaded in TalentOjo as per the specification in Annexure B
10. Provident Fund Number
11. Name Change Documents (If applicable)

Prodapt Chase Extraordinary

July 12, 2022

To,
Ananda S
Menasiganahalli ,
Vanakanahalli(p) Anekal (T) ,
Bangalore

Dear Ananda S,

We are pleased to extend an offer of employment to join Prodapt Solutions Private Limited,herein referred as Prodapt as Associate Software Engineer at our offices in Bangalore India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from Your initial place of employment will be Bangalore

We would like you to start work on or about August 01, 2022 or earlier, if at all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of INR 4,00,000 per annum as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the** Please note that you must present the original documents for verification purposes:

   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photograph with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

You <u>must</u> present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within the agreed date of acceptance. If for whatever reason you are unable to join within the agreed date, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at

dl-oba@prodapt.com

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

Pradeep Jumani

Pradeep Jumani (Jul 13, 2022 16:18 GMT+5.5)

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: _____

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Ananda S	
Position	Associate Software Engineer	
Grade	P1B	
Components	**Annualized Value**	**Monthly Value**
"A" Fixed		
Basic Pay	1,60,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total-Fixed	**2,40,000**	**20,000**
"B" Flexible		
Special Allowance	1,01,502	8,459
"B" Sub-total-Flexible	**1,01,502**	**8,459**
"C" Retrial Benefits		
Employer Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	**29,296**	**2,441**
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total – Bonus	**22,702**	**1,892**
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	**6,500**	**542**
Total Cost To Company : Total (A+B+C+D)	**4,00,000**	**33,333**

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

No need to Produce bills for Lunch Coupons.

*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this July 12, 2022, between,Ananda S, a citizen of India having place of residence in ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered,
(i) which relate directly to the business of PRODAPT or any other group or affiliate companies,
(ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development.
This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto.

Employee further agrees that it will
(i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's premises;
(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;
(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and
(iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. **Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. **Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. **Return of PRODAPT Property**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. **Injunctive Relief**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. **Term**

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 9 of this agreement shall survive termination of employment.

Prodapt Chase Extraordinary

11 .General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

EMPLOYEE :
Signature : _____

For PRODAPT :

Pradeep Jumani
Pradeep Jumani (Jul 13, 2022 16:18 GMT+5.5)

Signature : _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

Prodapt Chase Extraordinary

November 01, 2021

To,

Aniket Singh

Dear Aniket Singh

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

DocuSigned by:
C29741EEF8364CE...

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Aniket Singh	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Aniket Singh , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 8C062707-0D39-4D3E-8853-D3BF63985DBA

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: C20741EEF8364CE...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

Prodapt Chase Extraordinary

November 01, 2021

To,

Dharshan G

Dear Dharshan G

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

Prodapt Chase Extraordinary

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: DocuSigned by: 36DC40D6CE8048C... Date: 12/2/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Dharshan G	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Dharshan G , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: FB518DD6-077B-4225-80EB-6AC225CC6397

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/2/2021

EMPLOYEE:
Signature: DocuSigned by: 36DC40D6CE8048C...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

Prodapt Chase Extraordinary

November 01, 2021

To,

Mohamed Salman Naseer

Dear Mohamed Salman Naseer

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

Prodapt Chase Extraordinary

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

DocuSigned by:
Salman
5A8E275347E64DA...

Signature: _____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Mohamed Salman Naseer	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, Mohamed Salman Nasseer, a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

DocuSign Envelope ID: 9E34573A-7503-4749-BDFA-00C3E6A7F555

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: DocuSigned by: Salman 5A8F275347E64DA...

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

Prodapt Chase Extraordinary

July 12, 2022

To,
Satya Charan V
#729, Eshwarappa building,
kammasandra, Electonicity
(P), Anekal (T), Bangalore
560100

Dear Satya Charan V,

We are pleased to extend an offer of employment to join Prodapt Solutions Private Limited,herein referred as Prodapt as Associate Software Engineer at our offices in Bangalore India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from Your initial place of employment will be Bangalore

We would like you to start work on or about August 01, 2022 or earlier, if at all possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of INR 4,00,000 per annum as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the** Please note that you must present the original documents for verification purposes:

   a. Signed copy of the hiring letter and Employment Agreement
   b. Permanent Account Number (PAN) card or copy of PAN application
   c. Relieving certificate from your former employer
   d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
   e. Duly attested copies of academic and professional certificates
   f. One soft copy of passport size photograph with white background
   g. Last pay slip drawn or compensation page from last employer
   h. Photocopies of passport

You <u>must</u> present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within the agreed date of acceptance. If for whatever reason you are unable to join within the agreed date, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at

dl-oba@prodapt.com

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

Pradeep Jumani

Pradeep Jumani (Jul 13, 2022 17:25 GMT+5.5)

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: _____

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	Satya Charan V	
Position	Associate Software Engineer	
Grade	P1B	
Components	**Annualized Value**	**Monthly Value**
"A" Fixed		
Basic Pay	1,60,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total-Fixed	**2,40,000**	**20,000**
"B" Flexible		
Special Allowance	1,01,502	8,459
"B" Sub-total-Flexible	**1,01,502**	**8,459**
"C" Retrial Benefits		
Employer Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	**29,296**	**2,441**
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total – Bonus	**22,702**	**1,892**
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	**6,500**	**542**
Total Cost To Company : Total (A+B+C+D)	**4,00,000**	**33,333**

Note:

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

No need to Produce bills for Lunch Coupons.

*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this July 12, 2022, between,Satya Charan V, a citizen of India having place of residence in ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered,
(i) which relate directly to the business of PRODAPT or any other group or affiliate companies,
(ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto.

Employee further agrees that it will
(i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's premises;
(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;
(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and
(iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. **Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. **Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. **Return of PRODAPT Property**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. **Injunctive Relief**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. **Term**

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by

10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 9 of this agreement shall survive termination of employment.

Prodapt Chase Extraordinary

11 .General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of _____

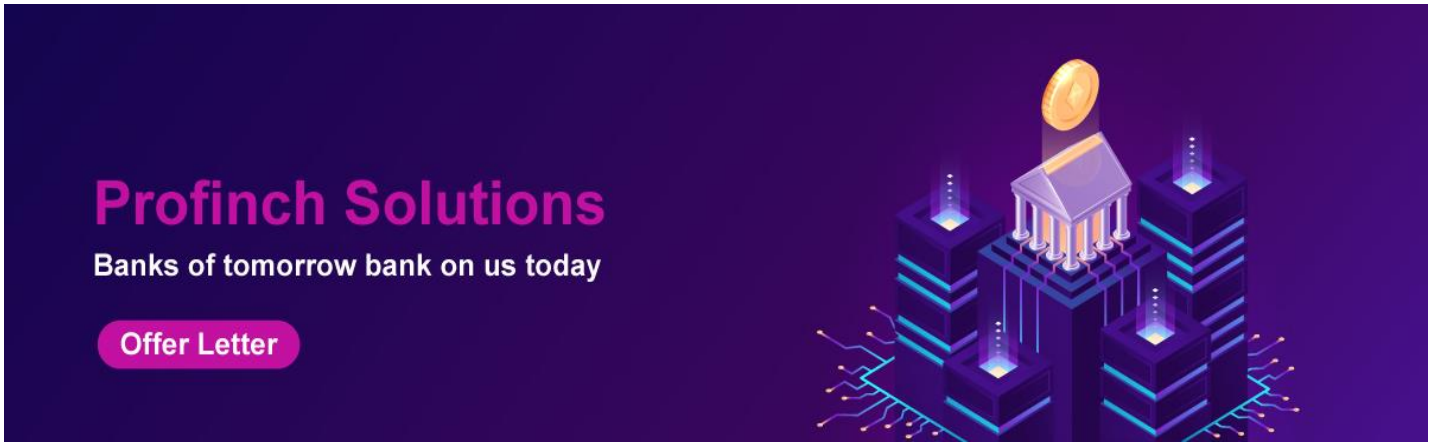
EMPLOYEE :
Signature : _____

For PRODAPT :

Pradeep Jumani
Pradeep Jumani (Jul 13, 2022 17:25 GMT+5.5)

Signature : _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited



22 July, 2022

Ref: Profinch/HR/2022/2234

Sahil Pasha J
Bangalore
Email: ka05jv3298@gmail.com
Tel: +91 82170 49086

Sub: Employment Offer for the position of Consultant

Dear Sahil,

This has reference to the various discussions you had with us and we are pleased to offer you a position of Consultant, based at Bangalore.

This offer is subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the offer:

1. Pre-requisites

You will have to submit copies of the following documents, along with a verification against their respective originals at the time of joining:

i. All educational qualifications/ certificates from Class 10 to your highest education
ii. The detailed mark sheets for the last degree you acquired
iii. All previous employment relieving letters
iv. Copies of your latest passport size colour photographs
v. Your PAN card, Aadhaar Card and passport

Your appointment will be subject to verification of your documents against the information provided by you in your resume and application form.

Your appointment will be subject to your being found medically fit, including where necessary, a pre-joining medical check-up done by a medical panel appointed by us.

2. Joining Date

You are requested to join, on 22 July, 2022 or earlier.

3. Working Days

We work five days a week from Monday to Friday. The normal working time is from 9:00 A.M to 6:00 PM, with a lunch break of 60 minutes.
All employees are eligible for 21 calendar days of paid leave per annum.

4. Posting

Your base location and place of posting will be Bangalore but you may be transferred to any of our other offices or the offices of our affiliates, clients or associates (existing or in the future) in India or abroad, at the sole discretion of the company.

5. Salary and Benefits

Your compensation will comprise the following.

Salary Structure	Per Annum (Rs.)	Per month (Rs.)
Basic	2,06,400	17,200
Supplementary Allowance	17,472	1,456
House Rent Allowance	82,560	6,880
Meal Card Allowance	13,200	1,100
Telephone Allowance	18,000	1,500
Children Education Allowance	9,600	800
PF- Co. Contribution	24,768	2,064
Annual Bonus*	25,000	-
Total Pay	**3,97,000**	**31,000**
Group Medical Insurance	30,000	-
Gratuity (As per act)	7,154	-
Total Cost To Company (CTC)	**4,34,154**	**31,000**

* Paid out at the end of every year of continued service at Profinch and not applicable during notice period.

6. Abiding by the rules and regulations of the company

Your employment with us will be governed by terms and conditions as set out in Annexure A.

Also, you will have to abide by, the Rules and Regulations of the Company notified from time to time.

If you agree to these terms and conditions, kindly return a duly signed copy of this letter within seven days of your receiving it.

If you require any additional information or clarification regarding the same please do not hesitate to contact us.

Yours sincerely,
For Profinch Solutions Private Limited



Jaskaran Singh Bhogal
Executive Director

I have read and understood the terms and conditions of the above employment offer and I unconditionally accept the same without any reservations whatsoever.

To be signed by employee

Name:
Place and date:



1. TERM OF EMPLOYMENT

Your employment will commence from the Effective Date, and continue until terminated by Profinch Solutions Private Limited (the Company) or by you in accordance with these terms (the "**Employment Period**").

2. DUTIES AND FUNCTIONS

2.1 Upon the commencement of the Employment Period, you shall occupy the position and perform the duties as detailed in your offer letter ("**Offer Letter**") and as further notified and amended by the Company from time to time.

2.2 You shall fulfil such general duties and responsibilities as are consistent with your position and shall assume and perform such further responsibilities and duties as may be assigned to you from time to time by the Company.

2.3 You shall devote your business time, attention and energies to the business of the Company. You will, at all times, while performing services for the Company, devote your best efforts, skill and ability and shall perform your responsibilities as an employee of the Company in a competent and professional manner.

2.4 You acknowledge and confirm that during the term of your employment with the Company, you shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not for pecuniary gain, without the prior written consent of the Company, and that you will not directly or indirectly engage in any business that is competitive in any manner with the business of the Company.

2.5 You shall not participate in any activity that constitutes an actual or potential conflict of interest with your employment with the Company at any time during the Employment Period.

2.6 You agree to abide by the rules, regulations and the policies of the Company, and any change thereof which may be adopted by the Company, from time to time.

3. COMPENSATION AND BENEFITS

3.1 As total consideration for your services rendered, you shall be entitled to compensation and benefits as detailed in the Offer Letter and, as notified by the Company from time to time.

3.2 You shall be entitled to paid leave in accordance with the Company's leave policy, as in effect from time to time.

3.3 Compensation or benefits paid to you shall be subject to all applicable taxes, and the Company may withhold from any amounts payable to you such taxes as shall be required to be withheld pursuant to any applicable law or regulation. The Company shall deposit these taxes deducted with the taxing authorities and also issue appropriate certificates of tax deduction to you.

3.4 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from you against any amount payable at any time by the Company to you.

4. TERMINATION OF EMPLOYMENT

4.1 The Company may terminate your employment by giving you not less than thirty (30) days' prior notice in writing or salary in lieu thereof. For the purposes of this clause 4.1, "salary" shall mean basic salary.

4.2 You may resign from the employment of the Company by giving no less than Ninety (90) days' prior notice.

4.3 The Company reserves the right to terminate your employment summarily without any notice period or salary in lieu thereof, if it has reasonable ground to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of these terms or caused any loss to the Company. Such termination by the Company shall not affect any other claims the Company may have against you, in law and/ or in equity.

5. NON-DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION

5.1 You acknowledge that during the course of your employment, you will have access to information about the Company and/ or its affiliates or otherwise in its possession and that your employment with the Company shall bring you into close contact with many confidential affairs of the Company, its affiliates, customers and vendors, including without limitation, information regarding the following:

(a) management methods, business and operating techniques;

(b) sales, advertising and marketing methods;

(c) information regarding customers and vendors;

(d) information regarding employees and personnel;

(e) training techniques, manuals and procedures;

(f) any information relating to the Company and its customers' (whether past, present), or future prospects, financial data, financial results and projections, costs and prices, details of employees, consultants, agent, vendors, customer, technologies, technical and business strategies, business and marketing plans and reports, marketing and sales techniques, contracts;

(g) any information relating to the Company and its customers' (whether past, present, or future) platforms, servers, internal controls, computer or data processing programs, algorithms, electronic data processing applications, security procedures, hardware, designs, drawings, machines, tools, models, computer programs, software tools, source codes, object codes, protocols, product descriptions, development schedules, choices of product names, trade secrets or know how;

(h) any information relating to the prior, current or contemplated products, services and information that you have a reasonable basis to believe that it is not in the public domain or was accepted by the Company and/ or affiliates from any third party under obligations of confidentiality (collectively, the "**Confidential Information**").

5.2 During and after the termination of your employment (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public, you shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of your employment by, or in furtherance of the business of the Company and affiliates) any Confidential Information and shall use your best efforts to prevent the unauthorized publication or misuse of any Confidential Information. In the event you are permitted to disclose relevant aspects of Confidential Information to professional advisors or agents, of the Company, you shall ensure that the disclosure shall be made subject to the condition that (i) such persons are bound by similar obligations of use and confidentiality as provided in this Agreement, and (ii) the disclosure is reasonably necessary for the performance of the services under this Agreement or for furtherance of the business of the Company and its affiliates.

5.3 All documents, records, data or other material, whether or not pertaining to Confidential Information, which are furnished to you by the Company, its affiliates, customers or vendors, or

are produced by you in connection with your employment shall remain the property of the Company.

5.4 Upon request by the Company at any time during your Employment Period and upon termination of this Agreement, you shall (a) promptly return to the Company, or (b) at the option of the Company, erase or destroy, all of the Confidential Information, in whatever form available, including any material or medium from which any Confidential Information may be ascertained or derived. In no event shall you store or retain any Confidential Information or copies, compilations or analysis thereof, unless authorized by the Company in writing.

5.5 Without limiting the rights of the Company in respect of a breach of this Clause, you shall:

(a) promptly notify the Company of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information by any other person, that may become known to you;

(b) promptly furnish to the Company full details in its possession, of the unauthorized possession, use or knowledge, or attempt thereof, and assist the Company in investigating or preventing the recurrence of any unauthorized possession, use or knowledge, or attempt thereof, of the Confidential Information;

(c) cooperate with the Company in any litigation and investigation against third parties deemed necessary by the Company to protect its proprietary rights; and

(d) promptly use its best efforts to prevent a recurrence of any such unauthorized possession, use or knowledge, or attempt thereof, of Confidential Information.

5.6 You represent and warrant that the performance of his/ her obligations under these terms will not breach any agreement to maintain in confidence proprietary information acquired by you prior to or outside the scope of your employment by the Company. You covenant that you will not disclose to the Company or its affiliates, or use, or induce the Company or any of its affiliates to use, any proprietary information or trade secrets of any third party, including any of your previous employer(s), at any time.

6. INTELLECTUAL PROPERTY RIGHTS

6.1 All rights, title and interest in any intellectual property arising out of or in connection with your employment, including without limitation any copyrights, rights to derivative works, know-how, trade secrets and any other intellectual property rights, created or conceived (including, but not limited to, any platforms, tools, designs or methodologies) in the Company's premises or using the Company's property or other proprietary rights therein, shall be the property of the Company.

6.2 You hereby, without further consideration, perpetually transfer, assign and convey all right, title and interest in such property worldwide (including, but not limited to, any moral rights), that you may have or be entitled to under any law or equity whatsoever, to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and/ or non-enforcement of such right within one (1) year of such assignment. For the purposes of clarity, you shall not be obligated to transfer or assign to the Company any right or interest in the intellectual property that has been developed by you outside the scope of your employment with the Company and without utilizing the Company's property.

6.3 To the extent you have rights in the results and proceeds of your services hereunder that cannot be assigned in the manner described above, you unconditionally and irrevocably waive the enforcement of such rights.

6.4 At the Company's request, you shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or it's designates') ownership in intellectual property rights hereunder. You shall, at Company's cost, from time to time, as may be reasonably requested by the Company, do any and all things which the Company may deem useful or desirable to establish or document the Company's exclusive ownership of any and all rights in any such results and proceeds, including, without limitation, the execution of appropriate copyright and/ or patent applications or assignments.

6.5 This Clause 6 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the

Company of any rights of ownership to which the Company may be entitled by operation of law by virtue of the Company or any of its affiliates being your employer.

7. NON-COMPETITION AND NON-SOLICITATION RESTRICTIONS

7.1 NON-COMPETITION RESTRICTIONS

(a) During the term of your employment with the Company and six (6) months thereafter, you shall not engage with any business that involves, is related to or competes with that of the Company, directly or indirectly, as a director, partner, proprietor, member, investor, agent, distributor, within India or outside India, except with the prior written consent of the Company. During the term of your employment with the Company, you will not be employed by, or perform consulting or other services for, any other business entity or party except with the prior written consent of the Company.

(b) It is clarified that for the purposes of this Agreement, the term a business that "competes with that of the Company" or cognate or related expressions means any enterprise which is in a business which is the same as or similar to the business of the Company.

7.2 NON-SOLICITATION RESTRICTIONS

(a) During your employment and for six (6) months thereafter with the Company, you will not, directly or indirectly, without the prior written consent of the Company:

(b) attempt in any manner to solicit from any client/ customer, except on behalf of the Company, business of the type carried on by the Company at any time or to persuade any person, firm or entity which is a client/ customer of the Company to cease doing business or to reduce the amount of business which any such client/ customer has customarily done or might propose doing with the Company whether or not the relationship between the Company and such client/ customer was originally established in whole or in part through your or its efforts; provided that the restrictions of non–solicitation contained under this Clause 7.2 shall be applicable on such client/ customer who were:

(i) clients /customers at the time during the preceding twelve (12) months of the termination of your employment or;

(ii) prospective client/customer at the time of the termination of the Employee's employment including with respect to which the Company and/ or its affiliates have developed and made a marketing or sales presentation within the six (6) months period prior to the termination of your employment; or

(c) employ, or attempt to employ, or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six (6) months.

7.3 REASONABLENESS

You acknowledge that based on your unique skills, position and exposure to Confidential Information, the breach, or threatened breach, by you of the provisions of this Clause 7 shall cause grave and irreparable harm, loss and injury to the Company and/ or its affiliates, which harm cannot be fully redressed by the payment of damages to the Company and/ or its affiliates. You acknowledge that the scope and duration of the non-competition and non-solicitation provisions are reasonable and the Company may, in addition to any remedy available to it at law, obtain equitable relief in the form of specific performance, temporary or permanent injunction, or any other equitable remedy within the law, which may be available against you for the non-performance of any term or provision hereof.

8. COOPERATION FOLLOWING TERMINATION

8.1 You agree that, following notice of termination or resignation of your employment, or when required by the Company, you shall cooperate fully with the Company in all matters relating to the completion of your pending work on behalf of the Company and the orderly transition of such work to such other employees as the Company may designate.

8.2 You further agree that during and following the termination of your employment you shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which you have any knowledge or that may relate to you or your employment relationship with the Company. Such cooperation includes, but is not limited to, providing the Company with all information known to you related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.

8.3 Nothing in this Clause 8 shall be interpreted to include giving information that may be directly or indirectly self-incriminating to you.

9. ASSIGNMENT

You acknowledge and confirm that your obligations are personal and shall not be assigned by you to any other person.

10. GOVERNING LAW, DISPUTE RESOLUTION, MISCELLANEOUS

10.1 These terms shall be governed by, and construed and enforced in accordance with, the laws of India.

10.2 All disputes, controversies and differences of opinion arising out of or in connection with this Agreement which cannot be settled amicably hereto shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction in Bangalore, India.

10.3 You certify and acknowledge that you have carefully read all of the provisions of these terms and the rules and policies of the Company for the time being in force, and that you voluntarily and knowingly agree to them.

TOYOTA KIRLOSKAR AUTO PARTS

Toyota Kirloskar Auto Parts Private Limited
REGD. OFF. & WORKS : PLOT NO. 21, BIDADI INDUSTRIAL AREA, RAMANAGAR DIST. PIN - 562 109.
BIDADI, KARNATAKA, (INDIA) TEL : (080) 27287141, 71984008 FAX : (080) 27287142
CIN : U35914KA2002PTCO30335, E-mail : info@tkap.co.in, Website : htttp://www.tkap.com

Ref: TKAP/HRD/CE-OL/30-09/2022-23 **Friday, September 30, 2022 [CONFIDENTIAL]**

Mr. Abhishek B M
S/o. Mr. Murali B R
#104/2, 1st Main, 1st Cross, Balaji Nagar,
Bangalore North, Dharmaram College,
Bangalore – 560029

Dear Mr. Abhishek B M,

Subject: **Letter of Appointment** for the post of **"Contract Engineer"**

With reference to your application for suitable vacancy and subsequent interview you had with us, we welcome you to join us as **Contract Engineer** in **Production Engineering Department** on contractual appointment in our company, on the following terms and conditions:

1. The period of contract is from **Friday, October 07, 2022** to **Friday, October 06, 2023.**
2. Your contractual appointment will end on the expiry of the specified period. During your contract period either you or the management may terminate your services with one month's notice period or with one month's gross salary in lieu thereof.
3. Since your appointment is being made for a specified period, you will neither have any right or any lieu on the job held by you. Also, you will not claim regular employment even if there is such a vacancy held by you or otherwise.
4. Your monthly salary details are as shown in Annexure –A.
5. The salary will be paid through bank on 7th of every month.
6. You will abide by the rules and regulations of the company during the entire tenure of contract.
7. The Management reserves the right to transfer your services to any other unit/department/section/division during the period of contractual appointment.
8. The Management reserves the right to terminate your contract at any time, if your work is found unsatisfactory.
9. You are required to undergo medical examination by the company medical officer before you report for duty. This appointment is subject to you being found medically fit and continuing to be medically fit.
10. The Company extends transportation facility to pickup and drop from the nearest existing designated routes. Requests to change / alter / divert from the existing route shall not be entertained.

Scanned with CamScanner

11. While reporting for duty, you must produce the originals along with certified copies of the following [All documents are mandatory];
    a) Proof of age (10th Standard marks Card or Any other acceptable document)
    b) Educational Certificates (10th Standard to Highest Qualification)
    c) Four Passport size latest colour photograph
    d) Relieving letter, Experience Certificate & Salary Certificate from the present or previous employer(s), if you were employed
    e) ID proof (PAN card / Voters ID card / Passport)
    f) Aadhaar card

The appointment letter shall be deemed cancelled if the above certified copies are not submitted at the time of joining.

12. This contract is offered purely based on your professional experience and / or your qualification declared at the time of interviews. In the event of any of the information declared by you are found to be false / incorrect /untrue, Management reserves the right to automatically terminate this contractual appointment.

13. You will be governed by the existing leave rules as applicable.

14. You will carry out your duties diligently and use your best endeavor to promote the interest of the company. You shall not at any circumstance impart to any person any information regarding the company's business, position or progress/prospects or affairs of the company and will not pledge the credit of the company for any purpose whatsoever. You will not remove, disclose, divulge or make public in any manner processes, methods, results, information, know-how, knowledge etc. relating to manufacture, assets, trade and business of the company either while in the services of the Company or after the termination of the services.

If this offer of contract is agreeable to you, please acknowledge on the duplicate copy of this letter as a token of acceptance to the terms and conditions and return the same to the undersigned on or before **October 07, 2022.**

Thanking you,

Yours truly,
for Toyota Kirloskar Auto Parts Pvt. Ltd.,

Senthilnathan P L
General Manager
HR & Admin. Department

Declaration:

I have read the contents of the offer letter and understood the same. I hereby affix my signature as token of acceptance.

Signature: B M Abhishek I will be reporting to duty on: 07/10/2022
(Enclosed: Salary details)

Scanned with CamScanner

ANNEXURE - A

Your gross emoluments are as under:

1. **Gross Salary:**

Salary Component		Rupees
1	Consolidated Salary	15,000/-
2	House Rent Allowance	6,000/-
3	Other Allowance	9,475/-
Gross Salary [Monthly]		**30,475/-**

2. **Other Benefits:**

a) Group Personal Accident Insurance coverage* as applicable to your position
b) Provident Fund – As per rules of the company
c) Ex-gratia / Bonus / Appreciation pay as per company policy
d) Subsidized Canteen & Transport

* Compensation in case of 'Employment Injury: If you are covered under the ESI Act, you will be entitled to the benefits under the said Act in respect of any employment injury. If you are not covered under the ESI Act, you will be entitled to receive compensation, in respect of the injuries which you may suffer in the course of employment or out of employment, in accordance with the provisions of the Employees' Compensation Act.

3. **Deductions:**

a) Statutory deductions as applicable (Income Tax, PF, ESI, etc.)
b) Welfare (canteen and transport): Rs.419/-

for Toyota Kirloskar Auto Parts Pvt. Ltd.,

Senthilnathan P L
General Manager
HR & Admin. Department

Scanned with CamScanner

Synthesis Winding Technologies Pvt. Ltd.

No.14/A, Shantipura Road, Electronics City, Phase II,
BENGALURU 560 100 INDIA . ✆ +91-80-30282020 / 21.
CIN-U29299KA2002PTC030265 PAN-AAGCS8980E

e-mail : info@synthesis-winding.com
www.synthesis-winding.com

TUV NORD ISO 9001

APPOINTMENT ORDER

Date: 03.08.2022

To

Mr. Channabasava Kolli,
Satyampet, Tali Shorapur
Dist Yadagir, KA-585304.

Employee Code : 589.

Dear Mr. Channabasava Kolli,
With reference to your application and subsequent interview, we have pleasure in offering you an appointment on the following terms and conditions:-

01. Date of Appointment:

This appointment shall take effect from the date of your joining 1st July, 2022 with Design Department.

02. Probationary Period:

You will be on probation for a period of six months from the date of your joining the company. This period of probation can, however, be extended up to one year, as the company may deem fit in its sole discretion. On completion of this period, you may be confirmed, if your services are found satisfactory. Unless confirmed in writing, you will be deemed to be continuing on probation. If the company is not satisfied with your work and/or conduct, your services shall be liable to termination, without-notice and/or assigning any reason whatsoever, at any time during or on completion if the probationary period. Upon confirmation you should be rendering service for a period of minimum 24 months. In event of services ceased within probationary period / upon confirmation, you shall not join with our competitors, service providers and vendors for a period of 3 Years.

03. Duties and responsibilities:

(a).The company will expect you to work with **a high standard of initiative, and efficiency** at the section or department in which you are placed.

(b).You will devote your entire time to the work of the company and will not undertake any other direct/indirect business or work, honorary or remunerator, except with the written permission of the company in each case.

(c).You shall not divulge or give out to any unauthorized person, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters of a confidential and secret nature, nor use the same for any purpose other than company's during the period of your employment with us or thereafter, which may be in your personnel privilege to know by virtue of your being employee of the company.

04. Remuneration: Enclosed Annexure-I

05. Increments: Your increments and future prospects in the company shall entirely depend on appraisal process based on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors. Increment in no case shall be automatic and/or a matter of right.

06. Termination of Service:

Not withstanding any of the clauses of this letter, this appointment, subsequent to confirmation, is terminable by the company, without assigning any reason whatsoever, by giving one month's notice or payment in lieu thereof.

Synthesis Winding Technologies Pvt. Ltd. BANGALORE 560 100

Hello Ramesh K,

Congratulations!!!

We are pleased to offer you a position with Terralogic Software Solutions Pvt. Ltd. Bangalore.

Kindly go through the following details and acknowledge to email before Monday end of the day (14th March). If you have any queries, contact Narmada, HR manager #9886310182.

Work location: Bangalore and you need to work from Koramangala office (No work from home option for this position)
Position: Full time and permanent
Designation: Trainee Software Engineer

Upon completion of the first 12 months, the employee is eligible for the performance review and the potential raise is 40% to 100% based on the performance ratings.
Upon completion of 24 months, the employee is eligible for the performance review and the potential raise is 30% to 80% based on the performance ratings.
Employment bond: 3 years
Joining date: 1st July 2022, Friday @ 9:30 AM IST

NOTE: You are required to submit educational documents originals (SSC, Inter, BE/B.Tech/ latest degree) at the time of joining and the documents will be returned upon completion of the first 18 months of employment with the company.

Bonus will be paid in two equal instalments. The employees who have served the company for a period of six months from the beginning of April to the end of September and beginning of October to the end of March, with their employment in full standing will be eligible for bonus pay. For newly joined employees, the first bonus pay will be prorated and paid at the said intervals to bring them into this regular payment schedule.
*Gratuity is a statutory benefit that an employee will be entitled to get only after a continuous service of 5 years from his date of Joining. The contribution mentioned will be deposited with the Life Insurance Corporation of India every year and an employee resigning from the services company after completing the service exceeding 5 years will be paid, a sum of 15 days salary per annum for each completed year of service at the rate of Last receivable basic salary from the LIC.
*** The Insurance and Medical Benefits mentioned are provided through an insurer under a Group Policy taken by the company. For details in this regard, please contact HR.

Note:
1. This Document is private and Confidential. The same shall not be disclosed to anyone under any circumstances.
2. The above components are provided as per the policy of the company. The components are subject to change in case of changes in the company policies.

3. Tax liability, employee contribution towards statutory payments arising from the compensation shall be borne by the employee.

Thank you,
Rajani Bathula
Director - HR
Terralogic Solutions Inc
Email id: rajani@terralogic.com

13 July 2022

Dear Rahul L,

Congratulations! On behalf of Tyson IT Solution Private Limited − a Tyson Foods Inc. ("Company"), it is our pleasure to offer you the position of **Data Engineer I** reporting directly to **Harish Prabhu.**

Terms and Conditions

1. You will be governed by the rules, regulations and other company policies including without limitation the Policy Handbook of the above-mentioned division / practice (together the "Company Policy") as applicable, enforced, amended or altered from time to time during your employment.

2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in **Kabra Excelsior, 5th Floor 6/A, 7th Main, 1st Block, Koramangala Industrial Layout, 560034 Bangalore, Karnataka.** Your services are transferable and can be seconded or deputed by the Company to any of the Tyson companies in India or abroad. Tyson further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Tyson or as part of any restructuring or amalgamation or such other plan implemented by Tyson or by which Tyson is bound, on such terms and conditions as applicable to such plan.

3. Subject to your accepting this appointment letter and reporting to duty on or before **15 July 2022** your appointment is effective from the date of joining. You shall be on a probationary period of six months. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be deemed confirmed on completion of the probationary period. Depending on the outcome of such evaluation, the Company may, at its sole discretion, extend the probationary period for a further period of three more months, in writing.

4. During the probationary period (including any extension), either party may terminate this appointment by giving thirty (30) day notice. After confirmation, either party may terminate this appointment by giving sixty (60) days' notice in writing or payment of salary in lieu thereof. In addition, Tyson Foods, Inc. may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from Tyson. In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In the event, termination is initiated by you, Tyson Foods, Inc. may, at its discretion, relieve you from such date as it may deem fit even before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

5. You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence and discretion. While in the employment of Tyson, you shall (a) use your best endeavor to defend and promote the business interests of Tyson; (b) devote your full time, attention and efforts to serve the organization; and (c) not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of Tyson or conflicts with your position in Tyson Foods, Inc. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with Tyson Foods, Inc. is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of Tyson Foods, Inc., which consent may be granted at Tyson's sole discretion.

6. Your working hours will be as advised to you by your superiors from time to time but will not ordinarily exceed 40 hours a week. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

7. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application for employment made to Tyson Foods, Inc.. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

8. In the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Tyson Foods, Inc. or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc., and/or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized person of the organization. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter. Upon expiry or termination of your employment with Tyson Foods, Inc., you will return and surrender to Tyson, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Tyson or its affiliates or customers may require in this regard, from time to time.

9. You shall not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Tyson or it's subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Tyson Foods, Inc. and/or its subsidiaries or affiliates, except with prior written approval of Tyson.

10. The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws. The Company shall also be entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

11. In addition to the compensation that may be due to you, you may also be entitled to other benefits and entitlements like the Variable Pay Plan. It is however clarified that this benefit is provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Tyson, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

12. All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Tyson Foods, Inc. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Tyson, during or after the term of this engagement, you shall assign and transfer in favour of Tyson or, at the request of Tyson, in favour of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Tyson Foods, Inc. may require, to effectually vest in Tyson, any of its subsidiary, affiliate or customers as Tyson may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

13. Business requirements and exigencies often would require you to undergo overseas travel in order to undergo training programs, skill enhancement activities and other process/ project implementation. Such activities require Tyson to incur substantial costs and expenses in terms of travel, accommodation, training fees, per diem etc. and therefore will have financial and time obligations attached to you. Hence, you will be required to be in the employment of Tyson for a minimum specified period after such travel (including the period of travel overseas), failing which you will be required to reimburse such costs and expenses incurred by Tyson in relation to such programs. Your refusal to undergo such travel on such terms would be considered as a material breach of the terms of employment and in such case, Tyson shall have the right to terminate this engagement, by giving you 5 days notice as referred to in paragraph 4 above, without being under obligation to make any payments to you.

14. Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

15. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association between you and Tyson. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincere regards



Soumya Ananthanarayanan

India HR Lead

For Tyson Foods, Inc.

ACCEPTANCE OF EMPLOYEE

I have read and understood the above Offer Letter and Compensation Package relating to my services and employment with Tyson Foods, Inc. and the same, including any and all terms and conditions stated therein are acceptable to me.

Employee Signature:

Employee Name:

Addendum A

Compensation structure

	Yearly (INR)	**Monthly (INR)**
Basic	174438	14537
HRA	69775	5815
Other Allowance	191882	15990
Gross salary	**436095**	**36341**
Communication allowance	24000	2000
Car & Fuel allowance	37200	3100
LTA allowance	60000	5000
Provident Fund (Employer contribution)	22705	1892
Total Fixed Compensation	**580000**	**48333**
Annual Target Bonus	29000	
Total Cost to Company	**609000**	

Signature: _____

Date: _____

Addendum B

Tyson Foods, Inc. Benefits

Here is a host of the currently in force, wide variety of ever-growing benefits and policies that would be your privilege as part of the Tyson India culture.

We wish you many happy years at Tyson!

Leave Policy: Your leaves are governed by the establishment law and will be provided as per below:

- 20 days of Earned leave in a calendar year
- 12 days of Casual/Sick leave in a calendar year
- 12 days of public holidays in a calendar year
- Maternity leave as per Government regulation
- 5 days Paternity leave
- Compassionate/Bereavement leave

Leave process may change as per the business exigencies.

Employee Health, Life and LTD Benefits: Health, wellness, and financial benefits commensurate with requirements under Indian law will be provided through a 3rd party.

You will be entitled to below benefits:

- Group Medical Coverage (GMC) to provide health insurance plan with a coverage limit of INR 5 Lakhs. GMC will cover:
    - Team member and immediate family (spouse and 2 children) if married
    - Team member and both parents if single
- Annual Medical Check-up will be provided as a preventative health
- Health and Wellness reimbursement program of INR 2,500 (Two Thousand Five Hundred Only) annually towards gym or yoga memberships.
- Group Accident Insurance (GPA), assists you when you are unable to work after an accident, will be provided at three times your salary. Group Term Life (GTL) Insurance, providing monetary support your dependents in the event of your death, will be provided at three times your salary.

Retirals:

Provident Fund and Gratuity are part of the retirals benefits and will align Govt of India guidelines. Gratuity paid as per rules during separation after a minimum completion of 5 years of continuous service in the company.

Other Benefits: Communication, Car Fuel, Leave Travel Allowance are non-taxable income, however the required bills/receipts have to be produced to get tax exemption. Childcare support & subsidized rate for company transport will be made available. Meal voucher of 2,200 per month, and fleet vehicle leasing options are other benefits that can be considered to avail tax exemptions.

You can also sign up (optional) for company transport option at a subsidized rate – availability of the transport is based on the location you stay and if there is a critical number on that route. Company also has referral bonus policy.

JSW Steel Limited

Vijayanagar Works :
P.O. Vidyanagar - 583 275,
Dist. Ballari, Karnataka, India.
CIN. : L27102MH1994PLC152925
Phone : +91 8395 250 120-30
Fax : +91 8395 250 132/142
Website : www.jsw.in

22nd December, 2022

Dear *Graduate Engineer Trainee*,

WELCOME TO THE JSW GROUP

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee ("GET")** in **'L08T'** grade and you are placed at JSW Steel Limited on the following terms and conditions:

A. Your initial remuneration as a GET during training period with JSW shall be **Rs. 5.5 lakhs** per annum ("**CTC**").

B. You shall be eligible for **Rs. 1 lakh ("Retention Bonus")** spread over 2 years.

C. This offer is valid subject to **your Graduation Passing with Min 60% aggregate.**

D. You are requested to report to JSW Steel Vijayanagar a day prior to **15th January, 2023** and you are advised to furnish the following documents in original with a copy at the time of your joining duties.

   a. You having secured at least 60% in your 10th and 12th standard examinations,

   b. You having completed the B. E/ B.Tech course with a First Class (aggregate 60% or equivalent or more and as per University declaration). In case you fail to clear your degree, then the offer shall be revoked.

   c. Your appointment is subject to medical fitness as per our criteria for employment. In the event of any medical abnormality, your offer will stand cancelled. Medically fit candidates will be accepted for joining.

   d. You having cleared all reference checking and submission of the following documents at the time of your joining:

      - Originals & Copies of all Educational Certificates – S.S.L.C, H.S.C, UG/PG, Additional qualifications (If any)
      - Proof of your Date of Birth
      - PAN Card and Aadhar Card
      - 5 Passport size photographs
      - Passport Size Photographs of Parents and their Aadhaar and Pan card copies.
      - Submission of medical fitness as per the medical tests prescribed by JSW.
      - Any wrong information / suppression of information shall be liable for termination of the offer of appointment.

E. A detailed **'Appointment Letter'** will be issued to you after your joining.

F. Further, at any time, during your tenure with JSW, you are liable to be deputed to or transferred to any of JSW's plant locations, unit, site across India or overseas including JSW's partly or fully owned affiliate, subsidiary, group companies or promoter establishment, as per the requirement of JSW.

G. The terms of this LoI are strictly confidential and should be treated as privileged information between you and JSW and you are expected to maintain such information appropriately.

H. You shall be governed by and shall be subject to JSW's HR Policies, code of conduct, standing orders, and such other rules, regulations and guidelines applicable to your category and location of posting, as prevailing under applicable law at the time of your joining JSW or as may be subsequently modified, amended or replaced from time to time.

I. This LoI shall be governed by the laws of India and in the event of any dispute hereof, the appropriate courts in Mumbai shall have exclusive jurisdiction to adjudicate such disputes.

J. This LoI supersedes all and any other offer/ communication, whether oral or in writing, issued to you earlier.

Kindly confirm acceptance of the above offer via email latest within 3 days of the receipt of this LoI by you, failing which this LoI shall stands withdrawn and become void.

We welcome you to the JSW family and look forward to you joining us. We are confident that you will find new challenges, opportunities and satisfaction in your association with JSW.

With Best Wishes,

Yours sincerely,

Debabrat Mishra

Debabrat Mishra

Sr. VP (Human Resources)

JSW Steel Ltd,Vijayanagar Works

CONFIDENTIAL

December 27, 2022

To:
Suraj Suneeth
surajsuneeth11@gmail.com
1941, 24 A cross, 22 main, sector-2, HSR Layout, Bangalore-560102

Dear Suraj Suneeth,

Congratulations! It is indeed our pleasure to offer you the role of **Product Support Engineer** ("Offer Letter") at **Plivo Communications Private Limited** ("Plivo").

This Offer Letter includes the details of your compensation and other relevant details pertaining to your employment with Plivo ("engagement" or "employment"), as per the annexures listed below:

Annexure 1: Terms and Conditions
Annexure 2: Compensation Details
Annexure 3: Employee Confidential Information and Invention Assignment Agreement
- Exhibit A to Annexure 3: Termination Certificate

Annexure 4: Responsibilities

It is important for you to confirm your employment decision as soon as possible. This offer is valid until **December 31, 2022** To accept this Offer Letter, please sign and return one copy of this Offer Letter along with all the attached annexures, to the manager at the address mentioned in the Offer Letter and retain the other copy for your records. We request you to keep this Offer Letter confidential. If you do not return the required documents by that deadline, we will assume that you do not intend to accept this employment offer and it will be automatically withdrawn without further action on the part of Plivo.

Further, without prejudice to Plivo's other rights, Plivo also reserves the right to withdraw the Offer Letter even after the acceptance of the Offer Letter by you, if it becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by Plivo or if you do not comply with any of the terms, conditions, or your obligations as set forth in this Offer Letter.

The effective start date of your engagement at Plivo Communications Private Limited shall be 02/01/2023.

Welcome to Plivo! We wish you a long and fruitful career with us!

Yours sincerely,

Venu Indurthi

Venu Indurthi
VP – Operations & Finance

NS

HR Initial

Acceptance:

Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 1: Terms and Conditions

1. **Posting:** Your current posting will be in Bangalore, India. However, to support our continued growth and/or business needs you may be transferred to the offices of any subsidiary, associate companies or client/partner offices of Plivo in India or overseas; whether existing as on the date of your Offer Letter or commencement of employment, or to be established thereafter at the discretion of Plivo. In such cases, the terms of your employment with Plivo may be governed by the terms and conditions applicable to the new location/company and as intimated to you as per applicable law. You acknowledge and agree that the compensation paid to you under this Offer Letter and as set forth in Annexure 2 is sufficient consideration for your employment and all associated terms and conditions.

2. **Probationary Period**: Your first 90 calendar days from the date of joining Plivo will be considered a learning period (probation). However, based on the assessment of your performance during the learning period, Plivo, at its sole discretion, may extend your learning period to a maximum of 90 calendar days. When you successfully complete your learning period, your employment with Plivo will be confirmed. It is clarified herein that your employment will be considered as permanent upon completion of your learning period, unless you receive a written confirmation that your learning period is extended from Plivo. In accordance with Plivo's existing exit policy, in the event you decide to resign from Plivo during your learning period, you will be required to serve a, 15-day notice period. Similarly, Plivo can terminate your employment during the learning period with a 15-day prior written notice or pay in lieu of notice.

3. **Work Hours:** The work hours applicable to you, as per your role with Plivo, shall be in accordance with applicable law and communicated to you. You are entitled to having the weekends off; provided however that such choice shall be subject to any work-related deadline or assignment as reasonably required by Plivo.

4. **Leave:** In addition to the statutorily mandated public holidays, you may avail of 31 days of leaves in one calendar year, segregated into Annual leave and Sick leave and Casual leave in accordance with the current Plivo leave policy. Any leave taken shall be availed of only with prior notice and consent of the management/ manager, at least ten (10) days prior to the duration of leave (where possible).

5. **Policies and standards:** Plivo has established a variety of policies and standards that ensure a safe, enjoyable working environment. You will be required to abide by the rules and regulations of Plivo and its clients, as applicable, and will be required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. During the period of your employment with us, you agree to be bound by Plivo's policies and standards, and any future policies and standards that are reasonably introduced by Plivo. It is agreed that the introduction and administration of these policies is within the sole discretion of Plivo. It is agreed that Plivo may introduce, amends or delete its policies, at their own discretion.

6. **Efficiency:** During the course of your engagement, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interest of Plivo and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by your manager/ management, in addition to the specific roles & responsibilities identified in Annexure 4 and/or provided to you from time to time. You shall honestly, diligently, faithfully and obediently serve Plivo and use your utmost endeavor to promote the interest of Plivo.

7. **Termination:** Your engagement is subject to termination by Plivo by giving sixty (60) days' notice. Plivo is not bound to give any reason thereof. Plivo reserves the right to pay salary in lieu of the notice period. Further, Plivo may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period. During your notice period, Plivo shall have the right to assign or reduce your duties and responsibilities. On acceptance of the separation notice, before you are relieved, you will hand over to Plivo all the information and data of Plivo including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

or retain any copies of these items and certify the same in writing in the form provided in Exhibit A of Annexure 3.

You may terminate your engagement with Plivo by giving sixty (60) days prior written notice to Plivo. Further, Plivo may at its sole discretion relieve you from such date as it may deem fit even before the expiry of the notice period, provided you are paid for such notice period in accordance with applicable law. On acceptance of the separation notice, before you are relieved, you will hand over to Plivo all the information and data of Plivo including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items; or use any of the documents, material received or worked on by your in the course of your employment on the termination thereof. Plivo, reserves the right to retire your services upon your attaining the age of superannuation (60 years) or earlier if you are not found physically or mentally fit.

Upon termination for any reason, Plivo shall have the right to deduct any outstanding amounts owed by you to Plivo, and you expressly authorize Plivo to deduct such outstanding from your full and final settlement.

8. **Confidentiality:** Plivo's offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement" as set forth in Annexure 3.

9. **Termination for cause:** If at any time during your engagement you will be found guilty of misconduct or any willful breach or continuous negligence of the terms of this Offer Letter or of rules and/or regulations governing your engagement or of dereliction of duties and/or instructions given to you from time to time, or for fraud, theft or other material cause, Plivo may terminate your engagement with Plivo with immediate effect, without any further liability. If any declaration given or information furnished by you to Plivo proves to be false or if you are found to have willfully suppressed or concealed any material information, the same shall be considered as material cause, making you liable for removal from services in accordance with this Offer Letter and applicable law.

10. **Return of Confidential Information:** Upon the request of Plivo or upon termination of your employment with Plivo, whether with or without cause, you will immediately give to Plivo all correspondence, specifications, formulae, books/documents, effects, market data, cost data, drawings or records, or such other information or materials obtained as a result of your employment with Plivo, and/or belonging to Plivo or relating to its business and shall not retain or make copies of these items.

11. **Responsibilities & Duties:** In addition to your obligations as set forth in this Offer Letter, your work in Plivo will be subject to the rules and regulations of Plivo as laid down in relation to conduct, discipline and other matters or policies as may be notified to you by Plivo from time to time in accordance with Clause 5 of this annexure. You will always be diligent with the responsibilities and duties attached to your position and conduct yourself accordingly while complying with all such policies. In view of your role, you must effectively perform to ensure results that are satisfactory to Plivo.

12. **Absence without permission:** If you are absent from your duties without prior written permission or notification for five (5) consecutive workdays, you will be deemed to have abandoned service voluntarily without giving due notice and your name will be struck off the rolls.

13. **Reference Checks and Background Verification; Use of Personal Information**: As a part of the joining formalities, you will be required to provide the documents listed in Annexure 5 below. This Offer Letter has been provided to you on the basis of information provided by you pursuant to your application and as per your interview for employment. Plivo reserves the right to withdraw this Offer Letter at its sole discretion if you fail to provide all or any of the documentation requested. Further, this offer confirmation is contingent upon receiving satisfactory feedback on reference checks conducted by Plivo. Plivo may, at its sole discretion and subject to applicable law, conduct background checks to validate the details of education as well as previous employment details furnished by you. In addition, Plivo may, at its discretion conduct background checks on your identity, address provided and criminal records. You

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

hereby acknowledge and authorize Plivo or third-parties on its behalf to conduct all such reference checks and background verifications. Your offer and employment with Plivo is subject and contingent upon the successful completion of the background verification checks to the satisfaction of Plivo. In the event that the background checks raise concerns regarding your details, Plivo reserves the right to ask you for further evidence, to substantiate the details that you have provided to Plivo. If you are not able to substantiate these details to the satisfaction of Plivo, Plivo reserves the right to take appropriate action against you, including, but not limited to termination of your employment. You hereby consent to the collection of your personal information including sensitive personal information by the Plivo in relation to your employment. You also consent to Plivo sharing such personal information with authorised third parties for legitimate purposes in connection with Plivo's business and in compliance with applicable law.

14. **Dispute Resolution:** This Offer Letter shall be subject to the laws of India. The courts in Bangalore, India, shall have exclusive jurisdiction to try any disputes in relation to this Offer Letter and any consequent matters.

15. **Miscellaneous:** This Offer Letter supersedes all previous arrangements (if any) between you and Plivo in relation to your employment. If any term of this Offer Letter is held invalid or unenforceable by any court of competent jurisdiction, the other terms of this Offer Letter will remain in full force and effect. The delay or failure by Plivo to exercise its rights under this Offer Letter shall not constitute a waiver thereof unless agreed to specifically in writing by Plivo of its rights.



Acceptance: ----------
Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 2: Compensation Details

Name	Suraj Suneeth	**Designation**	Product Support Engineer
Location	Bangalore	**Function**	Product Support
Taxable Salary			**Yearly**
Basic		50% of Total Base	INR 350,000
House Rent Allowance		40% of Basic	INR 140,000
Special Allowance			INR 101,600
Total Taxable Salary			**INR 5,91,600**
Allowances (Taxable subject to limits)			
Other reimbursements**			INR 80,400
Leave Travel Allowance			INR 28,000
Total Reimbursements			**INR 108,400**
Total Fixed Pay			**INR 700,000**
Employer Contribution to PF			INR 21,600
Total Cost to Company			**INR 721,600**
New Hire Stock Options			**144 Shares**
			25% vesting after completion of 1 year from the start date. Remaining to vest in 36 equal instalments.
Additional Benefits			
Hospitalization benefits - Up to INR 700,000 floater to cover the costs of hospitalization and treatment for self and dependents as per the policy			
Voluntary Group Medical Coverage Top Up up to INR 700,000 for Self and Dependents			
Gratuity as per Gratuity act			
Personal Accident Insurance & Term Life Insurance			
Plivo Wellness Perk of INR 15,000 per year for your Gym and wellness activities			

All amounts above are pre-tax amounts and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements, as non- taxable components, you will need to submit receipts/bills; otherwise they will be paid as taxable components.

Salaries are normally paid on a monthly basis on the last working day of the month, by direct transfer to your bank account in accordance with Plivo's normal payroll procedures.

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 2A: Compensation Structure

Name: Suraj Suneeth

Compensation Components	
Basic Salary	Refer Annexure 2
Flexible Compensation	Refer Annexure 2
Flexible Compensation	**Guideline**
Housing Rent Allowance	Applicable. Limit Up to 40% of basic salary for people in non-metro areas, 50% of basic salary for people in metro areas, otherwise taxable.
Special Allowance	Target Flexible Pay. Any unallocated amount remaining in the flexible compensation maybe allocated to Special Allowance, payable on a monthly basis.
Leave Travel Allowance	8% of your basic or 50,000 whichever is lower
Other Reimbursements	Home Telephone and Broadband up to 24000
(Maximum limit of INR 80,400)	Books and Periodicals up to 12000
	Mobile reimbursement up to 18000
	Food Coupons up to 26400
Total Annual Salary	Refer Annexure 2
Total Cost to Company	Refer Annexure 2

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Tax Compliance

Plivo shall deduct applicable tax from source, to comply with TDS regulations. You may collect TDS certificates from Plivo every year for tax filing purposes.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to Plivo. Salary increases if applicable to you and as determined by Plivo at its sole discretion, are normally given on an annual basis in January.

Additional Benefits

In addition to your compensation, you will be eligible for benefits in accordance with the prevailing Plivo benefit policies. Plivo may, at its sole reasonable discretion, introduce or provide you with additional benefits, and also revise the compensation from time to time as it reasonably deems fit.



Acceptance: ----------
Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 3: Employee Confidential Information and Invention Assignment Agreement

In consideration of employment as an employee with **Plivo Communications Private Limited ("Plivo")**, I, the undersigned Suraj Suneeth agree and covenant as follows

1. **Relationship**. This Confidential Information and Invention Assignment Agreement (this "Agreement") will apply to my employment relationship with Plivo. Any such employment relationship between the parties hereto, whether commenced prior to, upon or after the date of this Agreement, is referred to herein as the "Relationship."

2. **Duties**. I will perform for Plivo such duties as may be designated by Plivo from time to time or that are otherwise within the scope of the Relationship and not contrary to instructions from Plivo. During the Relationship, I will devote my entire best business efforts to the interests of Plivo and will not engage in other employment (whether full time or part-time) or in any activities detrimental to the best interests of Plivo without the prior written consent of Plivo.

3. **Confidential Information**.
    a. **Protection of Information**. I understand that during the Relationship, Plivo intends to provide me with information, including Confidential Information (as defined below), without which I would not be able to perform my duties to Plivo. I agree, at all times during the term of the Relationship and thereafter, to hold in strictest confidence, and not to use, except for the benefit of Plivo to the extent necessary to perform my obligations to Plivo under the Relationship, and not to disclose to any person, firm, corporation or other entity, without written authorization from Plivo in each instance, any Confidential Information that I obtain, access or create during the term of the Relationship, whether or not during working hours, until such Confidential Information becomes publicly and widely known and made generally available through no wrongful act of mine or of others who were under confidentiality obligations as to the item or items involved. I further agree not to make copies of such Confidential Information except as authorized by Plivo.
    b. **Confidential Information**. I understand that "Confidential Information" means information and physical material not generally known or available outside Plivo and information and physical material entrusted to Plivo in confidence by third parties. Confidential Information includes, without limitation: (i) Plivo Inventions (as defined below); and (ii) technical data, trade secrets, know-how, research, product or service ideas or plans, business plans, concepts, software codes and designs, algorithms, developments, inventions, patent applications, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, agreements with third parties, lists of, or information relating to, employees and consultants of Plivo (including, but not limited to, the names, contact information, jobs, compensation, and expertise of such employees and consultants), lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Plivo on whom I called or with whom I became acquainted during the Relationship), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to me by Plivo either directly or indirectly, whether in writing, electronically, orally, or by observation, and other such information or material made available to me as a result of my Relationship.
    c. **Third Party Information**. My agreements in this Section 3 are intended to be for the benefit of Plivo and any third party that has entrusted information or physical material to Plivo in confidence.
    d. **Other Rights**. This Agreement is intended to supplement, and not to supersede, any rights Plivo

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

may have in law or equity with respect to the protection of trade secrets or confidential or proprietary information.

4. **Ownership of Inventions**.
   a. **Inventions**. I understand that "Inventions" means discoveries, developments, concepts, designs, ideas, business processes, know-how, improvements, inventions, processes, formulae, business and product names, logos, slogans, databases, methodologies, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable. I understand this includes, but is not limited to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, software or computer programs (whether in object code or source code), composition of matter, design or configuration of any kind, or any improvement thereon. I understand that Inventions and "Company Inventions" means any and all Inventions that I may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of the Relationship, except as otherwise provided.
   b. Ownership. I acknowledge that all right, title and interest (including without limitation any and all patents, copyrights, trademarks, moral rights, design rights and other proprietary rights), in Inventions that is now or may be available, shall vest with Plivo upon creation of the Invention.

   c. **Assignment of Company Inventions**. To the extent that any such rights in the Invention do not vest with Plivo automatically as per the terms above or through operation of law., I agree that I will promptly make full written disclosure to Plivo, will hold in trust for the sole right and benefit of Plivo, and hereby in perpetuity assign to Plivo, or its designee, all my right, title and interest throughout the world in and to any and all Company Inventions and all patent, copyright, trademark, trade secret and other intellectual property rights therein. I hereby waive and irrevocably quitclaim to Plivo or its designee any and all claims, of any nature whatsoever, that I now have or may hereafter have for infringement of any and all Company Inventions. I further acknowledge that all Company Inventions that are made by me (solely or jointly with others) within the scope of and during the period of the Relationship are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by my salary. Any assignment of Company Inventions includes all rights of attribution, paternity, integrity, modification, disclosure and withdrawal, and any other rights throughout the world that may be known as or referred to as "moral rights," "artist's rights," "droit moral," or the like (collectively, "Moral Rights"). To the extent that Moral Rights cannot be assigned under applicable law, I hereby waive and agree not to enforce any and all Moral Rights, including, without limitation, any limitation on subsequent modification, to the extent permitted under applicable law. I further acknowledge and agree that this Agreement constitutes a valid, binding and on-going agreement for assignment of rights including, as applicable, all intellectual property rights in the Inventions in the manner prescribed under the Trademarks Act 1999, the Patents Act 1970, the Indian Copyright Act 1957 and the Designs Act, 2000 and such other statutes and/or rules that are applicable in this respect, as may be amended, supplemented, replaced or introduced from time to time. I also agree that Plivo's failure to exercise any rights over the Inventions as contemplated herein within a period of one (1) year from the date of the assignment as referred to under this Agreement shall not cause the assignment of any rights, as applicable, to lapse and I expressly waive the application of Section 19(4) of the Indian Copyright Act, 1957.
   d. **Maintenance of Records**. I agree to keep and maintain adequate and current written records of all Company Inventions made or conceived by me (solely or jointly with others) during the term of the Relationship. The records may be in the form of notes, sketches, drawings, flow charts, electronic data or recordings, laboratory notebooks, or any other format. The records will be available to and remain the sole property of Plivo at all times. I agree not to remove or delete such

records or data from Plivo's place of business and/or the laptop and other equipment provided to me by Plivo, except as expressly permitted by Plivo policy which may, from time to time, be revised at the sole election of Plivo for the purpose of furthering Plivo's business. I agree to deliver all such records (including any copies thereof) to Plivo at the time of termination of the Relationship as provided for in Sections 5 and 6.

e. **Further Cooperation**. I agree to assist Plivo, or its designee, at its expense, in every proper way to secure Plivo's, or its designee, rights in Plivo Inventions and any copyrights, patents, trademarks, mask work rights, Moral Rights, or other intellectual property rights relating thereto in any and all countries, including the disclosure to Plivo or its designee of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordation, and all other instruments which Plivo or its designee shall deem necessary in order to apply for, obtain, maintain and transfer such rights, or if not transferable, waive and agree not to enforce any and all such rights, and in order to assign and convey to Plivo or its designee, and any successors, assigns and nominees the sole and exclusive right, title and interest in and to such Company Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue during and at all times after the end of the Relationship and until the expiration of the last such intellectual property right to expire in any country of the world.

5. **Plivo Property; Returning Plivo Documents**. I acknowledge and agree that I have no expectation of privacy with respect to Plivo's telecommunications, networking or information processing systems (including, without limitation, files, e-mail messages, and voice messages) and that my activity and any files or messages on or using any of those systems may be monitored or reviewed at any time without notice. I further agree that any property situated on Plivo's premises and owned by Plivo, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Plivo personnel at any time with or without notice. I agree that, at the time of termination of the Relationship or at the request of Plivo, I will deliver to Plivo (and will not keep in my possession, delete, recreate or deliver to anyone else) any and all Confidential Information, Inventions, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, laboratory notebooks, materials, flow charts, equipment, other documents or property, or reproductions of any of the aforementioned items developed by me pursuant to the Relationship or otherwise belonging to Plivo, its successors or assigns. I undertake that I will not without proper instructions delete any Confidential Information or Plivo data.

6. **Termination Certification**. In the event of the termination of the Relationship, I agree to sign and deliver the "Termination Certification" attached hereto as Exhibit A; however, my failure to sign and deliver the Termination Certification shall in no way diminish my continuing obligations under this Agreement.

7. **Notice to Third Parties**. I agree that during the periods of time during which I am restricted in taking certain actions by the terms of this Agreement (the "Restriction Period"), I shall inform any entity or person with whom I may seek to enter into a business relationship (whether as an owner, employee, independent contractor, or otherwise) of my contractual obligations under this Agreement. I also understand and agree that Plivo may, with or without prior notice to me and during or after the term of the Relationship, notify third parties of my agreements and obligations under this Agreement. I further agree that, upon written request by Plivo, I will respond to Plivo in writing regarding the status of my employment or proposed employment with any party during the Restriction Period.

8. **Solicitation of Employees, Consultants and Other Parties**. As described above, I acknowledge and agree that Plivo's Confidential Information includes information relating to Plivo's employees, consultants, customers and others, and that I will not use or disclose such Confidential Information except as authorized

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

by Plivo. I further agree as follows:

a. **Employees, Consultants**. I agree that during the term of the Relationship, and for a period of twenty four (24) months immediately following the termination of the Relationship for any reason, whether with or without cause, I shall not, directly or indirectly, solicit, induce, recruit or encourage any of Plivo's employees or consultants to terminate their relationship with Plivo, or attempt to solicit, induce, recruit, encourage or take away employees or consultants of Plivo, either for myself or for any other person or entity.

b. **Other Parties**. I agree that during the term of the Relationship, I will not negatively influence any of Plivo's clients, licensors, licensees or customers from purchasing Plivo products or services or solicit or influence or attempt to influence any client, licensor, licensee, customer or other person either directly or indirectly, to direct any purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of Plivo.

c. In addition, I acknowledge that Plivo has valuable Trade Secrets (as defined by applicable law from time to time) to which I will have access during the term of the Relationship. I understand that Plivo intends to vigorously pursue its rights under applicable Trade Secrets law if, during a period of twenty four (24) months immediately following the termination of the Relationship for any reason, whether with or without cause, I solicit or influence or attempt to influence any client, licensor, licensee, customer or other person either directly or indirectly, to direct any purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of Plivo. Thereafter, Plivo intends to vigorously pursue its rights under applicable Trade Secrets law as the circumstances warrant.

9. Representations and Covenants

a. **Facilitation of Agreement**. I agree to execute promptly, both during and after the end of the Relationship, any proper oath, and to verify any proper document, required to carry out the terms of this Agreement, upon Plivo's written request to do so.

b. **No Conflicts**. I represent that my performance of all the terms of this Agreement does not and will not breach any agreement I have entered into, or will enter into, with any third party, including without limitation any agreement to keep in confidence proprietary information or materials acquired by me in confidence or in trust prior to or during the Relationship. I will not disclose to Plivo or use any inventions, confidential or non-public proprietary information or material belonging to any previous client, employer or any other party. I will not induce Plivo to use any inventions, confidential or non-public proprietary information, or material belonging to any previous client, employer or any other party. I agree not to enter into any written or oral agreement that conflicts with the provisions of this Agreement.

c. **Voluntary Execution**. I certify and acknowledge that I have carefully read all of the provisions of this Agreement, that I understand and have voluntarily accepted such provisions, and that I will fully and faithfully comply with such provisions.

10. Electronic Delivery. Nothing herein is intended to imply a right to participate in any of Plivo's equity incentive plans, however, if I do participate in such plan(s), Plivo may, in its sole discretion, decide to deliver any documents related to my participation in Plivo's equity incentive plan(s) by electronic means or to request my consent to participate in such plan(s) by electronic means. I hereby consent to receive such documents by electronic delivery and agree, if applicable, to participate in such plan(s) through an on- line or electronic system established and maintained by Plivo or a third party designated by Plivo.

11. Miscellaneous.

a. **Governing Law**. This Agreement shall be subject to the laws of India. The courts in Bangalore, India, shall have exclusive jurisdiction to try any disputes in relation to this Agreement and any consequent matters.

b. **Severability**. If one or more of the provisions in this Agreement are deemed void or unenforceable to any extent in any context, such provisions shall nevertheless be enforced to the fullest extent allowed by law

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

in that and other contexts, and the validity and force of the remainder of this Agreement shall not be affected. Plivo and I have attempted to limit my right to use, maintain and disclose Plivo's Confidential Information, and to limit my right to solicit employees and customers only to the extent necessary to protect Plivo from unfair competition. Should a court of competent jurisdiction determine that the scope of the covenants contained in Section 8 exceeds the maximum restrictiveness such court deems reasonable and enforceable, the parties intend that the court should reform, modify and enforce the provision to such narrower scope as it determines to be reasonable and enforceable under the circumstances existing at that time.

c. **Remedies**. I acknowledge and agree that violation of this Agreement by me may cause Plivo irreparable harm, and therefore I agree that Plivo will be entitled to seek extraordinary relief in court, including, but not limited to, temporary restraining orders, preliminary injunctions and permanent injunctions without the necessity of posting a bond or other security, in addition to and without prejudice to any other rights or remedies that Plivo may have for a breach of this Agreement.

d. I ACKNOWLEDGE THAT, IN EXECUTING THIS AGREEMENT, I HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION HEREOF.



Acceptance: ----------
Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Exhibit A: Employment Agreement Termination Certification

I certify that I do not have in my possession, nor have I failed to return, any Confidential Information, devices, client/vendor lists, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, computer source code, other documents or property, or reproductions of any aforementioned items belonging to Plivo Communications Private Limited., its subsidiaries, affiliates, successors or assigns (together, the "Plivo"). I acknowledge and agree that Plivo reserves the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made, files downloaded) or take such other actions as reasonably necessary in the interests of the business, in order to assess my compliance with the foregoing obligation.

I acknowledge and agree that Plivo's Confidential Information includes information relating to Plivo's employees, consultants, customers and others, and that I will not use or disclose such Confidential Information except as authorized by Plivo.

I further agree as follows:

I agree for a period of twenty (24) months immediately following the termination of my employment for any reason, whether with or without cause, I shall not, directly or indirectly, solicit, induce, recruit or encourage any of Plivo's employees or consultants to terminate their relationship with Plivo, or attempt to solicit, induce, recruit, encourage or take away employees or consultants of Plivo, either for myself or for any other person or entity. Further, I agree that I will not negatively influence any of Plivo's clients, licensors, licensees or customers from purchasing Plivo products or services or solicit or influence or attempt to influence any client, licensor, licensee, customer or other person either directly or indirectly, to direct any purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of Plivo. In addition, I acknowledge that Plivo has valuable proprietary information including without limitation copyrights, trademarks, patents, designs, trade secrets, or such other intellectual property to which I will have access during the term of my employment with Plivo. I understand that Plivo intends to vigorously pursue its rights under applicable law if, during a period of twenty four (24) months immediately following the termination of the relationship for any reason, whether with or without cause, I solicit or influence or attempt to influence any client, licensor, licensee, customer or other person either directly or indirectly, to direct any purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of Plivo. Thereafter, Plivo intends to vigorously pursue its rights under applicable law as the circumstances warrant.

I further agree that, I will preserve as confidential all trade secrets, confidential knowledge, data or other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, databases, other original works of authorship, customer lists, business plans, financial information or other subject matter pertaining to any business of Plivo or any of its employees, clients, consultants or licensees and will abide by my obligation to assist Plivo. in the preparation of assignments of intellectual property rights created while employed at Plivo. I further certify that I have complied with all the terms of Plivo's Offer Letter and Employee Confidential Information and Invention Assignment Agreement signed by me.

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 4: Responsibilities

Product Support Engineer

While employed by Plivo, you agree to work on a full-time basis exclusively for Plivo and agree that during your employment tenure with Plivo, you shall not either directly or indirectly, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with Plivo or interferes or could reasonably interfere with your duties to Plivo without our prior written permission

I hereby understand and accept this offer letter proposal.



Acceptance: ----------
Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Annexure 5: List of Documents

List of documents to be submitted on the date of joining Plivo. Please bring along the originals for verification.

Sl.No.	Description of Document	Submitted (Yes/ No)
1.	APPOINTMENT LETTER SIGNED BY EMPLOYEE (if you have already submitted the same, please ignore)	
2.	DEGREE CERTIFICATES & MARKS SHEETS a. If you are a fresh candidate you can submit the provisional certificate, if your convocation has not yet taken place	
3.	SALARY PROOF If you are joining with prior experience, please submit a copy of Increment Letter/ Salary Certificate/ Latest Salary Slip	
4.	RELIEVING LETTERS If you are joining with prior experience, please submit a relieving and experience letters from your former employer/s	
5.	PASSPORT/ PAN Card/ Driving License	



Acceptance: ----------
Name: Suraj Suneeth

Doc ID: 7d747729761801e5b72c38bec6c6f753f8183c21

Title	Plivo Offer Letter - Suraj Suneeth- Product Support Engineer
File name	Suraj Suneeth.pdf
Document ID	7d747729761801e5b72c38bec6c6f753f8183c21
Audit trail date format	MM / DD / YYYY
Status	Signed

Document history

SENT	**12 / 27 / 2022** 05:29:45 UTC	Sent for signature to TA Initial API (nazima.solanki@plivo.com), Venu Indurthi (venu@plivo.com) and Suraj Suneeth (surajsuneeth11@gmail.com) from offers@plivo.com IP: 49.37.249.196
VIEWED	**12 / 27 / 2022** 05:29:54 UTC	Viewed by TA Initial API (nazima.solanki@plivo.com) IP: 49.37.249.196
SIGNED	**12 / 27 / 2022** 05:30:42 UTC	Signed by TA Initial API (nazima.solanki@plivo.com) IP: 49.37.249.196
VIEWED	**12 / 27 / 2022** 05:42:39 UTC	Viewed by Venu Indurthi (venu@plivo.com) IP: 122.175.92.79
SIGNED	**12 / 27 / 2022** 05:43:00 UTC	Signed by Venu Indurthi (venu@plivo.com) IP: 122.175.92.79

Dropbox Sign

Audit trail

Title	Plivo Offer Letter - Suraj Suneeth- Product Support Engineer
File name	Suraj Suneeth.pdf
Document ID	7d747729761801e5b72c38bec6c6f753f8183c21
Audit trail date format	MM / DD / YYYY
Status	Signed

Document history

VIEWED	**12 / 27 / 2022** 05:46:02 UTC	Viewed by Suraj Suneeth (surajsuneeth11@gmail.com) IP: 223.189.113.58
SIGNED	**12 / 27 / 2022** 09:15:00 UTC	Signed by Suraj Suneeth (surajsuneeth11@gmail.com) IP: 223.189.113.58
COMPLETED	**12 / 27 / 2022** 09:15:00 UTC	The document has been completed.

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242318

Letter of Intent ("LOI")

Dear Pavan Kumar S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Pavan Kumar S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242318

Letter of Intent ("LOI")

Dear BHUVAN RAVIKUMAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

BHUVAN
RAVIKUMAR

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242318

Letter of Intent ("LOI")

Dear RISHABSAI P WAZARKAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

RISHABSAI P
WAZARKAR

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242318

Letter of Intent ("LOI")

Dear SIMRITHS SRESTHA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

SIMRITHS
SRESTHA

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature



APPOINTMENT LETTER

January 18, 2022

Dear C Prithviraj,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I C Prithviraj, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: C Prithviraj

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** C Prithviraj 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845



APPOINTMENT LETTER

January 18, 2022

Dear Nazareth,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Donal Jovian Nazareth, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Donal Jovian Nazareth

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Donal Jovian Nazareth 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

APPOINTMENT LETTER

January 18, 2022

Dear Faisal S,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Faisal S, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Faisal S

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Faisal S 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845



APPOINTMENT LETTER

January 18, 2022

Dear Reddy ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Visweswara Reddy, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Visweswara Reddy

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Visweswara Reddy 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Prodapt Chase Extraordinary

November 01, 2021

To,
INDRANEEL MUKHERJEE

Dear INDRANEEL MUKHERJEE

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature:_____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	INDRANEEL MUKHERJEE	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, A.Soumi , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

Prodapt Chase Extraordinary

November 01, 2021

To,
NAVEEN KUMAR KS

Dear NAVEEN KUMAR KS

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature:_____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	NAVEEN KUMAR KS	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, A.Soumi , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

November 01, 2021

To,
LIKHITHA

Dear LIKHITHA

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature:_____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	LIKHITHA	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, A.Soumi , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited

November 01, 2021

To,
MAHESH KN

Dear MAHESH KN

Congratulations!! We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited,** herein referred as Prodapt, as **Associate Software Engineer** at of our offices in Chennai/ Bangalore/ Hyderabad, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai/ Bangalore/ Hyderabad, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our Prodapt locations.

We would like you to start work tentatively by **July 01, 2022,** or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 400000** per annum, as identified in Schedule A;

2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

a. Signed copy of the hiring letter and Employment Agreement
b. Permanent Account Number (PAN) card or copy of PAN application
c. Relieving certificate from your former employer
d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
e. Duly attested copies of academic and professional certificates
f. One soft copy of passport size photo with white background
g. Last pay slip drawn or compensation page from last employer
h. Photocopies of passport

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai - 600096 INDIA.
CIN: U30007TN1999PTC041798

T: +91 44 4903 3000 | F: +91 44 4903 3010
www.prodapt.com | info@prodapt.com

You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt

Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at dl-oba@prodapt.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...
Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

Signature:_____ Date: 12/3/2021

My proposed start date will be on: July 01, 2022

Prodapt Chase Extraordinary

Schedule A – Salary & Allowances

Employee's Name	MAHESH KN	
Position	Associate Software Engineer	
Grade	P1B	
Components	Annualized Value	Monthly Value
"A" Fixed		
Basic Pay	160,000	13,333
House Rent Allowance	80,000	6,667
"A" Sub-total - Fixed	240,000	20,000
"B" Flexible		
Special Allowance	101,502	8,459
"B" Sub-total Flexible	101,502	8,459
"C" Retiral Benefits		
Provident Fund	21,600	1,800
Gratuity	7,696	641
"C" Sub-total - Retiral Benefits	29,296	2,441
"D" Bonus		
Bonus*	22,702	1,892
"D" Sub-total - Bonus	22,702	1,892
"E" Annual Component		
Health Insurance	6,500	542
"E" Sub-total – Annual Component	6,500	542
Total Cost to Company: Total (A+B+C+D+E)	400,000	33,333

Note:
Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursement for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.
Re-imbursement amount can be fixed with Finance Department.
No need to Produce bills for Lunch Coupons.
*Bonus will be paid once in a quarter

Prodapt Chase Extraordinary

EMPLOYMENT AGREEMENT

AGREEMENT made this **July 01, 2022**, between, A.Soumi , a citizen of India having place of residence in **India** ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any
other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's

premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT; (iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;

c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.
Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.

10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.

10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-

observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of 12/3/2021

EMPLOYEE:
Signature: _____

For PRODAPT:

Signature: DocuSigned by: Pradeep Jumani 0D478315A23B40F... _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of Prodapt Solutions Pvt Limited



Dear Hithyshi K,

On behalf of Health care Innovation center,I would like to compliment you for your excellent performance during the Campus Hiring 2022 selection process.

We are delighted to extend an offer confirmation as "**M.Tech Intern**" at Pune

We request you to send in your acceptance through an email confirmation **by July 1,2022.**

Please share in your details here: onboarding form-2022 (office.com)

Offer Details:

Stipend: INR 35,000 per month

Location: Pune

Points to note before joining:

1. **You must have an Aadhar card & PAN card**
2. **Please create a bank account in Philips approved banks- Citibank, ICICI bank, HDFC, Standard Chartered, State Bank of India, Axis Bank, IDFC, incase if you don't have one.**

Thank you for your interest and we look forward to working with you to achieve our mission to improve people's lives through meaningful innovation.

Thanks & Regards,

Philips Campus Team

www.philips.com


PHILIPS



To,

Name : Anusha H P

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Anusha H P,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



To,

Name : Bhavya Shree Chandrappa

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Bhavya Shree Chandrappa,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

Letter of Intent (LOI)

Superset ID: 1369497

November 02, 2021

Dear Akanksha Shangloo,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

Superset ID: 1369497

November 02, 2021

Dear Meghana G S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited **("Cognizant")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

KOCH

KOCH BUSINESS SOLUTIONS INDIA PRIVATE LIMITED

Date: 9 November 2021

INTERNSHIP CONFIRMATION LETTER

Dear Mahima Mittal,
Dayananda Sagar University, Bangalore

Congratulations on your selection …!

We are delighted to offer you an internship opportunity at our organization. Your internship will start from **Monday, January 10, 2022** and end on **Monday, July 11, 2022.**

As per company's internship policy, you will be paid a stipend of **INR 40,000 (Rupees Forty Thousand Only)** per month paid on **pro-rata basis** of actual attendance record of the month. You would be eligible to use our subsidized canteen facility during your internship by paying the applicable charges. You would not be entitled for any other benefit as part of your internship assignment.

Please be informed that this letter does not constitute a contract of employment or guarantee you any employment with Koch Business Solutions India Pvt Ltd. Based on your performance during the internship period, the company may offer you a permanent employment at the end of the internship period.

During your internship with our organization, you shall follow all the rules and regulations of the organization. **Your standard working hours will be 12:00 – 9:00 pm on all working days**. Failure to adhere to the rules and regulations may result in termination of your internship assignment.

Please review, sign, and return the letter to confirm acceptance, no later than close of business on **November 12, 2021**.

Sincerely,
For Koch Business Solutions India Pvt Ltd.



Manish Sinha
HR Leader

I accept the above terms & conditions:

_____/_____
Signature Date

DocuSign Envelope ID: B02CE4E0-F722-483E-BF47-70B9CC457759

October 15, 2021

Arya Suresh
aryasuresh1994612@gmail.com
+91 81973 07889

Re: Offer for Unpaid Internship

Dear Arya:

This letter will confirm the terms of your offer of an **unpaid** internship with Orchestral.ai, Inc. ("Orchestral" or the "Company"). These terms are as follows:

1. Position and Responsibilities.

You will be an **unpaid** intern of the Company. Your internship will be for a term of 1 year starting on **October 19, 2021,** and ending on **October 18, 2022**. Your internship will be performed remotely from your country of residency and is expected to be for **between 20-40 hours per week** during regular business hours to the extent practicable taking into account time zone differences.

The purpose of your internship is to obtain educational experience through the responsibilities listed below. Accordingly, at all times during the internship, you will be an enrolled student in your country of residency in a recognized post-secondary educational program in business, marketing, economics, technology, or other program that relates to your position as an intern.

Your responsibilities include, without limitation, development and testing of the following:

1. Intelligent Domain Specific Automation Application - This is an application being developed by Intelligent Intent based Domain Specific Automation. The first domain we are addressing with this application is the Network Domain, which will enable users to programmatically automate the network configuration. The salient features of the application are:
   - Intent of the Network Architecture is defined including the device type at different Places in the Network
   - Application will pick the intent definition and appropriately program the devices with the required configuration - Day 0 Operations
   - Application will ensure to maintain the delivered network as per intent - Day 1 Operations
   - Application will enable operators to make changes or updates to the existing architecture - Day n Operations

2. A similar application will be developed for storage, servers and any Data Center resource that is part of the IT infrastructure in phases once the Network Automation Application is complete
3. Data Lakehouse for XAI Engine:

© 2021 Orchestral.ai Confidential

DocuSign Envelope ID: B02CE4E0-F722-483E-BF47-70B9CC457759



- The Orchestral Symphony platform has three key capabilities, the Explainable AI (XAI) Engine, the cross domain event driven orchestrator and the Data Discovery and Acquisition engine.
- The Data LakeHouse project is for Data Discovery and Acquisition Engine, which is the next generation Data Lake.
- A Data Lakehouse overcomes the limitations of Data Warehouse, the first generation data acquisition engine, and Data Lake the second generation data acquisition engine, and combines the best of the two to provide a more comprehensive data store for AI engines.
- The project is to provide the structured data needed by the Lakehouse to aid the XAI Engine of Symphony in making the right decisions

Your internship does not replace and is not intended to replace work performed by any paid employee of the Company.

You will receive a copy of all Company policies that are in effect from time to time, including, without limitation, policies relating to discrimination and harassment, network security, and health and safety. You will be required to adhere to all such policies during the internship.

2. No Compensation or Expenses. The internship is for your educational benefit only. You will therefore not receive any paid compensation and will not be eligible for any Company benefits. The Company will not ask you to incur any expenses for the Company's benefit and thus you will not receive reimbursement for any expenses.

3. Confidential Information. Confidential information of the Company may be disclosed to you during the internship. This includes any information relating to the Company, including, without limitation, its business, products, finances, customers, intellectual property, and plans ("Confidential Information"). You agree that you will not disclose the Confidential Information to any third party and will use the Confidential Information only for the purposes of your internship. This obligation will continue for a period of three (3) years after your internship ends.

4. Assignment of Intellectual Property. You agree that any Intellectual Property (defined below) developed by you (whether alone or with others) during the internship, including during off-duty hours, are the sole property of Orchestral and you hereby irrevocably assign all such Intellectual Property to Orchestral. "Intellectual Property" includes any copyrights, patents, trademarks, trade secrets, mask work rights, Confidential Information, database rights, and other intellectual property rights (including derivative works based on the foregoing) that are within the scope of your responsibilities during the internship, but does not include any intellectual property (a) developed by you prior to or after the internship, or (b) not reasonably within the scope of your internship or the scope of Orchestral's actual or contemplated business. You further agree to assist Orchestral with any filings and registrations relating to the Intellectual Property and that you authorize Orchestral to execute any related documents on your behalf.

© 2021 Orchestral.ai Confidential

DocuSign Envelope ID: B02CE4E0-F722-483E-BF47-70B9CC457759

5. **No Guarantee of Employment.** The Company makes no guarantee that the internship will lead to paid employment with the Company.

6. **Termination.**

Your internship may be terminated at any time with or without prior notice by you or the Company. Your internship will terminate automatically and immediately if you are no longer an enrolled student in a recognized post-secondary educational program in business, marketing, economics, technology, or other program that relates to your position as an intern.

You agree that you will return any Company property in your possession and will delete or destroy any Company software, files, or other documents in your possession immediately upon termination of your internship. You agree that you will complete any written certification of such deletion or destruction if the Company requests it.

7. **General Provisions.**

This offer letter will be governed by the laws of the State of California, applicable to agreements made and to be performed entirely within such state.

You agree to perform your responsibilities to the best of your abilities and in full compliance with the laws of your country of residency.

This offer letter sets forth the entire agreement and understanding between Orchestral and you relating to your internship and supersedes all prior verbal discussion between us. Any subsequent change or changes in your duties will not affect the validity or scope of this agreement.

This agreement will be binding upon your heirs, executors, administrators, and other legal representatives and will be for the benefit of Orchestral and its respective successors and assigns.

Please acknowledge and confirm your acceptance of this letter by signing and returning the enclosed copy of this offer letter as soon as possible. If you have any questions about this offer letter, please contact me directly.

Orchestral.ai, Inc.

DocuSigned by:
Ravi Rao
D1EB4EEBDA8847A...

Ravindra Rao, CEO

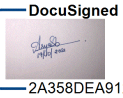
ACCEPTANCE:

I hereby accept the terms of my **unpaid** internship with Orchestral.ai, Inc. as set forth herein. I understand that this offer letter does not constitute a contract of employment and that no future

© 2021 Orchestral.ai Confidential

DocuSign Envelope ID: B02CE4E0-F722-483E-BF47-70B9CC457759

employment with the Company is guaranteed. I understand and agree that I will not receive any compensation for the internship and that the internship is solely for my educational benefit. I understand and agree that any Intellectual Property (as set forth herein) developed by me during the internship is the property of the Company and I assign all such Intellectual Property to the Company. I represent and warrant that I am an enrolled student in a recognized post-secondary educational program in my country of residency that relates to the responsibilities of the internship and that I will remain so during the term of the internship. I further understand and agree that the internship may be terminated by me or the Company at any time with or without prior notice.

DocuSigned by:

2A358DEA912246C...

Arya Suresh

Name:_____

10/19/2021

Date

© 2021 Orchestral.ai Confidential

skolar
BE A STEP AHEAD

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

OL No: SKLR6297

26 February 2022

Attach / Paste
Your Photo Here

Dear **Rakshita R**,

We congratulate you for being selected as Business Development Trainee at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Trainee**
Training Date : **14 March 2022 to 23 March 2022** *(Unpaid)*
OJT Start Date : **24 March 2022**
OJT End Date : **23 September 2022**

COMPENSATION: *(Subject to statutory deductions)*
Stipend : INR **15,000** Per Month + INR **12,000** as incentives
Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to hr@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day *(Inc. Lunch Break).*
Job Type : Full Time Training.
Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **14 March 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned to you once the training/internship is completed.
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

138, Budhpuri Sarai Akil,
Kaushambi
Uttar Pardesh 212216

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

Dear DEEPIKA.R,

Greetings from Edureka!

Congratulations! We are glad to extend an offer to you for the position of **Intern –Marketing** with **Edureka!** We are looking to have you on board effective **25-April-2022** at **9:00 AM**.

Note:
Salary information is confidential and specific to you. Your compensation package is worked out based on your current salary package, interview feedback and company's internal parity check.

Please find below the list of documents you need to share with Anamika Sharma (anamika.sharma@edureka.co) on your date of joining

- Copy of Resume and Passport Size Photograph
- Photocopy of Educational Certificate along with Marks Card - 10th, 12th, Graduation
- Photocopy of Educational Certificate along with Marks Card - Post Graduation
- Relieving Letter/ Resignation Acceptance Letter from the previous organization if applicable
- Appointment Letter from all the Previous organizations as mentioned in the resume if applicable
- Experience Letter from all the Previous organizations as mentioned in the resume if applicable
- Pay Slips of last 3 months if applicable
- Copy of Pan Card, Aadhar Card and Address Proof

Looking forward to having you on-board and hope you find this opportunity satisfying and challenging!

We have planned a virtual on boarding process for which you will be expected to join the below google meet at 9 a.m. on your date of joining https://meet.google.com/vqn-dtro-azi

Please reach out to Anamika Sharma (8792716495) from the HR team on your date of joining.

INTERNSHIP LETTER

22-4-2022

Dear **DEEPIKA.R,**

We are pleased to offer you an internship for **3 months** with **Edureka! (Registered as Brain4ce Education Solutions (P) Ltd.) ("Company")** for the role of **Intern - Marketing**

Your internship program will start from **25-April- 2022**

You will be entitled to a stipend of **15000** per month. There will be **15 days' notice period** during your internship.

TDS (if applicable) will be deducted.

Based on the achievements of the goals set for you, a decision will be taken on your absorption into the company as a full-time employee at the end of your internship period.

The information below explains the details of your terms and conditions:

Place of Work:
Your place of work will be Bangalore. Any work that involves travel outside your place of work will be decided on mutual consent.

Ethics and Conduct:

You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

You will carry out all instructions of your superior(s) in the Company as regards to your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time.

Confidentiality
In consideration of the fact of taking up this assignment which term shall for the purposes of this undertaking include any associated company as defined from time to time, on the terms and conditions contained herein, it may have been disclosed to you and/or otherwise you obtain confidential information about the company's business and that of its suppliers and customers which amounts to a trade secret, is confidential or is commercially sensitive and which may not be readily available to others engaged in a similar business to that of the company or to the general public and which is disclosed may cause harm to the company's business.

You shall keep secret and securely store and shall not at any time either during your assignment with the

company, or after its termination, for whatever reason, use, communicate or reveal to any person for your own or another's benefit, any such confidential information which shall have come to your knowledge during the course of your assignment with the company. You shall also use your best endeavors to prevent the publication, disclosure or use of any such confidential information and acknowledge that such confidential information shall remain the exclusive property of the company.

Client's Property

All documents, manuals, hardware and software provided for your use by Edureka, and any data or documents (including copies) produced, maintained or stored on the Company's systems or other electronic equipment (including mobile phones if provided by the Company), remain the property of the Company.

Non-Compete:

You agree that you will under no circumstances during your internship with the Company and for a period of one (1) year following the termination or expiry of your internship with the Company for any reason whatsoever, without the express written consent of the Director of the Company, join any other organization having similar interests or business activities which are competitive with the Company or in a manner as would affect our business interest whether by way of your taking up employment, advisor-ship or retainer-ship of any manner whether for consideration or otherwise or be connected directly or indirectly with any business wherein information made available to you by us during the course of your internship or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.

Non-Solicitation:

You agree that during your internship and for a period of 2 years following the termination or expiry of your internship for any reason, you will not directly or indirectly solicit any other employee or personnel of the Company to leave the services of the Company.

Indemnification:

You shall indemnify, pay and hold Edureka, its directors, officers, employees and agents harmless from and against any liabilities, damages, losses, claims, costs and expenses, including reasonable legal fees which maybe incurred by Edureka arising out of or resulting from breach of your obligations under this Agreement or any services provided by you under this Agreement.

Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your internship with or without notice or compensation thereof.

In case any information furnished by you either in your application for internship or during the selection process is found to be incorrect or false, and /or if it is found that you have suppressed any material

information in respect of your qualifications and past experience, the company reserves the right to terminate your services any time with or without notice or compensation in lieu of notice.

We believe that we can provide you with an interesting and rewarding internship. Look forward to you joining us.

Congratulations and welcome to the team!

Sincerely,

For, Edureka! (Registered as: Brain4ce Education Solutions (P) Ltd.)

Shilpa Rani Manvi
Manager Talent Acquisition
Edureka!

Acceptance:

You are requested to signify your acceptance of this offer by signing and returning to us the duplicate copy of this letter.

I have read and clearly understood all the terms and conditions of this offer and I agree to abide by them.

Name:_____ Signature:_____

Date:_____ Location:_____

DearHEMANTH.S,

Greetings from Edureka!

Congratulations! We are glad to extend an offer to you for the position of **Intern –Marketing** with **Edureka!** We are looking to have you on board effective **25-April-2022** at **9:00 AM**.

Note:
Salary information is confidential and specific to you. Your compensation package is worked out based on your current salary package, interview feedback and company's internal parity check.

Please find below the list of documents you need to share with Anamika Sharma (anamika.sharma@edureka.co) on your date of joining

- Copy of Resume and Passport Size Photograph
- Photocopy of Educational Certificate along with Marks Card - 10th, 12th, Graduation
- Photocopy of Educational Certificate along with Marks Card - Post Graduation
- Relieving Letter/ Resignation Acceptance Letter from the previous organization if applicable
- Appointment Letter from all the Previous organizations as mentioned in the resume if applicable
- Experience Letter from all the Previous organizations as mentioned in the resume if applicable
- Pay Slips of last 3 months if applicable
- Copy of Pan Card, Aadhar Card and Address Proof

Looking forward to having you on-board and hope you find this opportunity satisfying and challenging!

We have planned a virtual on boarding process for which you will be expected to join the below google meet at 9 a.m. on your date of joining https://meet.google.com/vqn-dtro-azi

Please reach out to Anamika Sharma (8792716495) from the HR team on your date of joining.

INTERNSHIP LETTER

22-4-2022

Dear **HEMANTH.S,**

We are pleased to offer you an internship for **3 months** with **Edureka! (Registered as Brain4ce Education Solutions (P) Ltd.) ("Company")** for the role of **Intern - Marketing**

Your internship program will start from **25-April- 2022**

You will be entitled to a stipend of **15000** per month. There will be **15 days' notice period** during your internship.

TDS (if applicable) will be deducted.

Based on the achievements of the goals set for you, a decision will be taken on your absorption into the company as a full-time employee at the end of your internship period.

The information below explains the details of your terms and conditions:

Place of Work:
Your place of work will be Bangalore. Any work that involves travel outside your place of work will be decided on mutual consent.

Ethics and Conduct:

You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

You will carry out all instructions of your superior(s) in the Company as regards to your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time.

Confidentiality
In consideration of the fact of taking up this assignment which term shall for the purposes of this undertaking include any associated company as defined from time to time, on the terms and conditions contained herein, it may have been disclosed to you and/or otherwise you obtain confidential information about the company's business and that of its suppliers and customers which amounts to a trade secret, is confidential or is commercially sensitive and which may not be readily available to others engaged in a similar business to that of the company or to the general public and which is disclosed may cause harm to the company's business.

You shall keep secret and securely store and shall not at any time either during your assignment with the

company, or after its termination, for whatever reason, use, communicate or reveal to any person for your own or another's benefit, any such confidential information which shall have come to your knowledge during the course of your assignment with the company. You shall also use your best endeavors to prevent the publication, disclosure or use of any such confidential information and acknowledge that such confidential information shall remain the exclusive property of the company.

Client's Property

All documents, manuals, hardware and software provided for your use by Edureka, and any data or documents (including copies) produced, maintained or stored on the Company's systems or other electronic equipment (including mobile phones if provided by the Company), remain the property of the Company.

Non-Compete:

You agree that you will under no circumstances during your internship with the Company and for a period of one (1) year following the termination or expiry of your internship with the Company for any reason whatsoever, without the express written consent of the Director of the Company, join any other organization having similar interests or business activities which are competitive with the Company or in a manner as would affect our business interest whether by way of your taking up employment, advisor-ship or retainer-ship of any manner whether for consideration or otherwise or be connected directly or indirectly with any business wherein information made available to you by us during the course of your internship or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.

Non-Solicitation:

You agree that during your internship and for a period of 2 years following the termination or expiry of your internship for any reason, you will not directly or indirectly solicit any other employee or personnel of the Company to leave the services of the Company.

Indemnification:

You shall indemnify, pay and hold Edureka, its directors, officers, employees and agents harmless from and against any liabilities, damages, losses, claims, costs and expenses, including reasonable legal fees which maybe incurred by Edureka arising out of or resulting from breach of your obligations under this Agreement or any services provided by you under this Agreement.

Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your internship with or without notice or compensation thereof.

In case any information furnished by you either in your application for internship or during the selection process is found to be incorrect or false, and /or if it is found that you have suppressed any material

information in respect of your qualifications and past experience, the company reserves the right to terminate your services any time with or without notice or compensation in lieu of notice.

We believe that we can provide you with an interesting and rewarding internship. Look forward to you joining us.

Congratulations and welcome to the team!

Sincerely,

For, Edureka! (Registered as: Brain4ce Education Solutions (P) Ltd.)

Shilpa Rani Manvi
Manager Talent Acquisition
Edureka!

Acceptance:

You are requested to signify your acceptance of this offer by signing and returning to us the duplicate copy of this letter.

I have read and clearly understood all the terms and conditions of this offer and I agree to abide by them.

Name:_____ Signature:_____

Date:_____ Location:_____

Dear PARAMESH T,

Greetings from Edureka!

Congratulations! We are glad to extend an offer to you for the position of **Intern –Marketing** with **Edureka!** We are looking to have you on board effective **25-April-2022** at **9:00 AM**.

Note:
Salary information is confidential and specific to you. Your compensation package is worked out based on your current salary package, interview feedback and company's internal parity check.

Please find below the list of documents you need to share with Anamika Sharma (anamika.sharma@edureka.co) on your date of joining

- Copy of Resume and Passport Size Photograph
- Photocopy of Educational Certificate along with Marks Card - 10th, 12th, Graduation
- Photocopy of Educational Certificate along with Marks Card - Post Graduation
- Relieving Letter/ Resignation Acceptance Letter from the previous organization if applicable
- Appointment Letter from all the Previous organizations as mentioned in the resume if applicable
- Experience Letter from all the Previous organizations as mentioned in the resume if applicable
- Pay Slips of last 3 months if applicable
- Copy of Pan Card, Aadhar Card and Address Proof

Looking forward to having you on-board and hope you find this opportunity satisfying and challenging!

We have planned a virtual on boarding process for which you will be expected to join the below google meet at 9 a.m. on your date of joining https://meet.google.com/vqn-dtro-azi

Please reach out to Anamika Sharma (8792716495) from the HR team on your date of joining.

INTERNSHIP LETTER

22-4-2022

Dear **PARAMESH T BISHETTI,**

We are pleased to offer you an internship for **3 months** with **Edureka! (Registered as Brain4ce Education Solutions (P) Ltd.) ("Company")** for the role of **Intern - Marketing**

Your internship program will start from **25-April- 2022**

You will be entitled to a stipend of **15000** per month. There will be **15 days' notice period** during your internship.

TDS (if applicable) will be deducted.

Based on the achievements of the goals set for you, a decision will be taken on your absorption into the company as a full-time employee at the end of your internship period.

The information below explains the details of your terms and conditions:

Place of Work:
Your place of work will be Bangalore. Any work that involves travel outside your place of work will be decided on mutual consent.

Ethics and Conduct:

You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

You will carry out all instructions of your superior(s) in the Company as regards to your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time.

Confidentiality
In consideration of the fact of taking up this assignment which term shall for the purposes of this undertaking include any associated company as defined from time to time, on the terms and conditions contained herein, it may have been disclosed to you and/or otherwise you obtain confidential information about the company's business and that of its suppliers and customers which amounts to a trade secret, is confidential or is commercially sensitive and which may not be readily available to others engaged in a similar business to that of the company or to the general public and which is disclosed may cause harm to the company's business.

You shall keep secret and securely store and shall not at any time either during your assignment with the

company, or after its termination, for whatever reason, use, communicate or reveal to any person for your own or another's benefit, any such confidential information which shall have come to your knowledge during the course of your assignment with the company. You shall also use your best endeavors to prevent the publication, disclosure or use of any such confidential information and acknowledge that such confidential information shall remain the exclusive property of the company.

Client's Property

All documents, manuals, hardware and software provided for your use by Edureka, and any data or documents (including copies) produced, maintained or stored on the Company's systems or other electronic equipment (including mobile phones if provided by the Company), remain the property of the Company.

Non-Compete:

You agree that you will under no circumstances during your internship with the Company and for a period of one (1) year following the termination or expiry of your internship with the Company for any reason whatsoever, without the express written consent of the Director of the Company, join any other organization having similar interests or business activities which are competitive with the Company or in a manner as would affect our business interest whether by way of your taking up employment, advisor-ship or retainer-ship of any manner whether for consideration or otherwise or be connected directly or indirectly with any business wherein information made available to you by us during the course of your internship or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.

Non-Solicitation:

You agree that during your internship and for a period of 2 years following the termination or expiry of your internship for any reason, you will not directly or indirectly solicit any other employee or personnel of the Company to leave the services of the Company.

Indemnification:

You shall indemnify, pay and hold Edureka, its directors, officers, employees and agents harmless from and against any liabilities, damages, losses, claims, costs and expenses, including reasonable legal fees which maybe incurred by Edureka arising out of or resulting from breach of your obligations under this Agreement or any services provided by you under this Agreement.

Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your internship with or without notice or compensation thereof.

In case any information furnished by you either in your application for internship or during the selection process is found to be incorrect or false, and /or if it is found that you have suppressed any material

information in respect of your qualifications and past experience, the company reserves the right to terminate your services any time with or without notice or compensation in lieu of notice.

We believe that we can provide you with an interesting and rewarding internship. Look forward to you joining us.

Congratulations and welcome to the team!

Sincerely,

For, Edureka! (Registered as: Brain4ce Education Solutions (P) Ltd.)

Shilpa Rani Manvi
Manager Talent Acquisition
Edureka!

Acceptance:

You are requested to signify your acceptance of this offer by signing and returning to us the duplicate copy of this letter.

I have read and clearly understood all the terms and conditions of this offer and I agree to abide by them.

Name:_____ Signature:_____

Date:_____ Location:_____

Dear Tejashwini V,

Greetings from Edureka!

Congratulations! We are glad to extend an offer to you for the position of **Intern –Marketing** with **Edureka!** We are looking to have you on board effective **25-April-2022** at **9:00 AM**.

Note:
Salary information is confidential and specific to you. Your compensation package is worked out based on your current salary package, interview feedback and company's internal parity check.

Please find below the list of documents you need to share with Anamika Sharma (anamika.sharma@edureka.co) on your date of joining

- Copy of Resume and Passport Size Photograph
- Photocopy of Educational Certificate along with Marks Card - 10th, 12th, Graduation
- Photocopy of Educational Certificate along with Marks Card - Post Graduation
- Relieving Letter/ Resignation Acceptance Letter from the previous organization if applicable
- Appointment Letter from all the Previous organizations as mentioned in the resume if applicable
- Experience Letter from all the Previous organizations as mentioned in the resume if applicable
- Pay Slips of last 3 months if applicable
- Copy of Pan Card, Aadhar Card and Address Proof

Looking forward to having you on-board and hope you find this opportunity satisfying and challenging!

We have planned a virtual on boarding process for which you will be expected to join the below google meet at 9 a.m. on your date of joining https://meet.google.com/vqn-dtro-azi

Please reach out to Anamika Sharma (8792716495) from the HR team on your date of joining.

edureka!
Discover Learning

INTERNSHIP LETTER

22-4-2022

Dear **Tejashwini V,**

We are pleased to offer you an internship for **3 months** with **Edureka! (Registered as Brain4ce Education Solutions (P) Ltd.) ("Company")** for the role of **Intern - Marketing**

Your internship program will start from **25-April- 2022**

You will be entitled to a stipend of **15000** per month. There will be **15 days' notice period** during your internship.

TDS (if applicable) will be deducted.

Based on the achievements of the goals set for you, a decision will be taken on your absorption into the company as a full-time employee at the end of your internship period.

The information below explains the details of your terms and conditions:

Place of Work:
Your place of work will be Bangalore. Any work that involves travel outside your place of work will be decided on mutual consent.

Ethics and Conduct:

You will be governed by all the policies and procedures of the Company as applicable from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

You will carry out all instructions of your superior(s) in the Company as regards to your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time.

Confidentiality
In consideration of the fact of taking up this assignment which term shall for the purposes of this undertaking include any associated company as defined from time to time, on the terms and conditions contained herein, it may have been disclosed to you and/or otherwise you obtain confidential information about the company's business and that of its suppliers and customers which amounts to a trade secret, is confidential or is commercially sensitive and which may not be readily available to others engaged in a similar business to that of the company or to the general public and which is disclosed may cause harm to the company's business.

You shall keep secret and securely store and shall not at any time either during your assignment with the

company, or after its termination, for whatever reason, use, communicate or reveal to any person for your own or another's benefit, any such confidential information which shall have come to your knowledge during the course of your assignment with the company. You shall also use your best endeavors to prevent the publication, disclosure or use of any such confidential information and acknowledge that such confidential information shall remain the exclusive property of the company.

Client's Property

All documents, manuals, hardware and software provided for your use by Edureka, and any data or documents (including copies) produced, maintained or stored on the Company's systems or other electronic equipment (including mobile phones if provided by the Company), remain the property of the Company.

Non-Compete:

You agree that you will under no circumstances during your internship with the Company and for a period of one (1) year following the termination or expiry of your internship with the Company for any reason whatsoever, without the express written consent of the Director of the Company, join any other organization having similar interests or business activities which are competitive with the Company or in a manner as would affect our business interest whether by way of your taking up employment, advisor-ship or retainer-ship of any manner whether for consideration or otherwise or be connected directly or indirectly with any business wherein information made available to you by us during the course of your internship or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.

Non-Solicitation:

You agree that during your internship and for a period of 2 years following the termination or expiry of your internship for any reason, you will not directly or indirectly solicit any other employee or personnel of the Company to leave the services of the Company.

Indemnification:

You shall indemnify, pay and hold Edureka, its directors, officers, employees and agents harmless from and against any liabilities, damages, losses, claims, costs and expenses, including reasonable legal fees which maybe incurred by Edureka arising out of or resulting from breach of your obligations under this Agreement or any services provided by you under this Agreement.

Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your internship with or without notice or compensation thereof.

In case any information furnished by you either in your application for internship or during the selection process is found to be incorrect or false, and /or if it is found that you have suppressed any material

information in respect of your qualifications and past experience, the company reserves the right to terminate your services any time with or without notice or compensation in lieu of notice.

We believe that we can provide you with an interesting and rewarding internship. Look forward to you joining us.

Congratulations and welcome to the team!

Sincerely,

For, Edureka! (Registered as: Brain4ce Education Solutions (P) Ltd.)

Shilpa Rani Manvi
Manager Talent Acquisition
Edureka!

Acceptance:

You are requested to signify your acceptance of this offer by signing and returning to us the duplicate copy of this letter.

I have read and clearly understood all the terms and conditions of this offer and I agree to abide by them.

Name: _____Signature:_____

Date: _____Location:_____

redseer

OFFER LETTER

March 30, 2021

HARSHITHA.B

Dear Harshitha,

Congratulations and welcome to RedSeer Consulting!

We have pleasure in appointing you in our Company as "Data Specialist - Beginner" effective April 05, 2021. The following terms and conditions will govern your employment with us:

COMPENSATION:

- You will be paid a Total Annual Salary of INR Two Lakhs Thirty-Four Thousand Nine Hundred and Ninety Only which is inclusive of all allowances and variable pay. The breakup of all statutory components and perks will be in accordance with the company's compensation policy. Please refer Annexure I for break-up of your compensation package.
- You will be responsible for all income tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters, as well
- The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, however arising to deduct from your remuneration, any monies due from you to the Company, including but not limited to salary, advances and any excess holiday pay.
- We request your cooperation in maintaining the confidentiality of your remuneration detail failing which, the company is entitled to take serious actions over the services of the employee without any notice.

BENEFITS AND REIMBURSEMENTS:

- **Lunch:** Expenses of lunch if incurred at the client site will be reimbursed as per client's reimbursement policy. Employees are requested to submit the bills of all such expenses for reimbursement,
- **Phone Connection:** Based on the requirements of the role, you may be provided with a company mobile connection with free calling facilities.
- **Discretionary performance bonus:** Any employee who shows significant client impact / performance during the year may be awarded a discretionary performance bonus/ The amount of this bonus will be based on the client impact delivered and is at the sole discretion of the Managing Partner.

- **Travel Bills:** Travel expenses for client purposes will be reimbursed by the company. The company will reimburse cab expenses for work on off hours. The bills will be reimbursed on actuals against submission of bills.
- **Other Benefits:** You will also be eligible for on-going benefits as per prevailing company policies.

WORK TIMINGS:

Work timings vary according to the geography of the project and project requirements. Unless specified otherwise by the project manager, you are expected to report to office by 9:30 AM sharp on weekdays. The company has a 5- day work week but owing to project exigencies, the employees might have to work on some weekends also

DUTIES:

- Depending on the engagement that you are part of, you agree to travel for work to client location/field visit within or outside India which might not be your base location. Duration of travel will be dependent on the client engagement or upto 100% of the time. The Company will reimburse you for reasonable business expenses incurred in connection with your business travel, upon presentation of appropriate documentation in accordance with the Company's expense reimbursement policies.
- Our offer and your employment are subject to the information provided by you in relation to your employment by the company regarding your background and/or previous employment being complete, accurate and not misleading in all respect; and all information obtained by the company in respect of you being fully satisfactory to the company.
- In addition to the allotted responsibilities/duties associated with the above position, you may also be assigned other duties as deemed fit and proper by the Company.
- You are required to conform to company's specific performance standards.
- The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace.
- Employee shall not use up the annual leaves during the probation period.
- The probation period is for six months starting from your date of joining. The notice period will be one month during the probation period. You will be eligible for a full-time position at the end of the probation period depending upon your performance.

SEPARATION:

- Post confirmation, this Contract of Employment is subject to termination by either party giving two months (60 days) notice. Either party is not bound to give any reason thereof.

- The Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period.
- On acceptance of the separation notice, before you are relieved you will hand over to the company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not reproduce or retain any copies of these items.
- The company is not obliged to provide the relieving letter if the employee is leaving the organization within the six months after joining.

CONFIDENTIALITY AND NON-COMPETE:

- The position held by you would be of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your engagement with the Company, to any person any information about the interest or business of the Company or any affiliated companies.
- You will not divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and / or any other information, secret processes of data and material, which may come to your knowledge during the course of your engagement
- You agree that, during the term of your employment with the Company and for twenty-four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, interview or be employed with a Client of the Employer
- You also agree that during the term of your employment with the Company and for twenty four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, either individually or through any company controlled by you and either on your behalf or on behalf of any other person competing or endeavouring to compete with the Employer, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Employer

OFFICE INFRASTRUCTURE USAGE AND CODE OF CONDUCT:

All the employees are expected to thoroughly read and comply with the office infrastructure usage policy and the code of conduct mentioned as annexures of this offer letter. Any breach of these terms might result in immediate termination of this contract.

The company holds the right to change, modify existing policies and procedures. The terms and condition of the employment will be governed by the current company polices at that/any point in time and employee is expected to abide by it. Company's policy document will be available for employees to refer to electronically and will supersede all prior communication.

Any change in policy or terms and condition will be informed to employees in advance by an email communication which could be either in group or at a personal level.

This Agreement is governed by and shall be construed in accordance with the laws of Bangalore, Karnataka India. The respective parties shall submit their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of Bangalore, Karnataka, India.

On behalf of the Company, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact the HR Department.

To accept, please sign and return the duplicate of this appointment letter.

Yours Sincerely,

RedSeer Management Consulting Private Ltd



Authorized Signatory

I, Harshitha _____, accept the offer and terms of employment as detailed in this letter.

Signature:_____ **Date: 30-03-2021**_____

redseer

Enclosures:

Annexure I: Compensation Details

Particulars	Annual [Rs.]	Monthly [Rs.]
Basic Salary	1,80,000.00	15,000.00
House Rent Allowance	24,000.00	2,000.00
Fixed CTC	**2,04,000.00**	**17,000.00**
Deductions:		
Provident Fund Contribution (Employee)	21,600.00	1,800.00
Employee State Insurance (Employee)	1,536.00	128
Professional Tax	2,400.00	200
Net Salary	**1,78,464.00**	**14,872.00**
Other Benefits:		
Lunch Allowance	19,200.00	1,600.00
Medical Insurance	11,790.00	982.5
Total CTC	**2,34,990.00**	**19,582.50**

redseer

OFFER LETTER

March 30, 2021

MANJUNATH.N

Dear Manjunath,

Congratulations and welcome to RedSeer Consulting!

We have pleasure in appointing you in our Company as "Data Specialist - Beginner" effective April 05, 2021. The following terms and conditions will govern your employment with us:

COMPENSATION:

- You will be paid a Total Annual Salary of INR Two Lakhs Thirty-Four Thousand Nine Hundred and Ninety Only which is inclusive of all allowances and variable pay. The breakup of all statutory components and perks will be in accordance with the company's compensation policy. Please refer Annexure I for break-up of your compensation package.
- You will be responsible for all income tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters, as well
- The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, however arising to deduct from your remuneration, any monies due from you to the Company, including but not limited to salary, advances and any excess holiday pay.
- We request your cooperation in maintaining the confidentiality of your remuneration detail failing which, the company is entitled to take serious actions over the services of the employee without any notice.

BENEFITS AND REIMBURSEMENTS:

- **Lunch:** Expenses of lunch if incurred at the client site will be reimbursed as per client's reimbursement policy. Employees are requested to submit the bills of all such expenses for reimbursement,
- **Phone Connection:** Based on the requirements of the role, you may be provided with a company mobile connection with free calling facilities.
- **Discretionary performance bonus:** Any employee who shows significant client impact / performance during the year may be awarded a discretionary performance bonus/ The amount of this bonus will be based on the client impact delivered and is at the sole discretion of the Managing Partner.

- **Travel Bills:** Travel expenses for client purposes will be reimbursed by the company. The company will reimburse cab expenses for work on off hours. The bills will be reimbursed on actuals against submission of bills.
- **Other Benefits:** You will also be eligible for on-going benefits as per prevailing company policies.

WORK TIMINGS:

Work timings vary according to the geography of the project and project requirements. Unless specified otherwise by the project manager, you are expected to report to office by 9:30 AM sharp on weekdays. The company has a 5- day work week but owing to project exigencies, the employees might have to work on some weekends also

DUTIES:

- Depending on the engagement that you are part of, you agree to travel for work to client location/field visit within or outside India which might not be your base location. Duration of travel will be dependent on the client engagement or upto 100% of the time. The Company will reimburse you for reasonable business expenses incurred in connection with your business travel, upon presentation of appropriate documentation in accordance with the Company's expense reimbursement policies.
- Our offer and your employment are subject to the information provided by you in relation to your employment by the company regarding your background and/or previous employment being complete, accurate and not misleading in all respect; and all information obtained by the company in respect of you being fully satisfactory to the company.
- In addition to the allotted responsibilities/duties associated with the above position, you may also be assigned other duties as deemed fit and proper by the Company.
- You are required to conform to company's specific performance standards.
- The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace.
- Employee shall not use up the annual leaves during the probation period.
- The probation period is for six months starting from your date of joining. The notice period will be one month during the probation period. You will be eligible for a full-time position at the end of the probation period depending upon your performance.

SEPARATION:

- Post confirmation, this Contract of Employment is subject to termination by either party giving two months (60 days) notice. Either party is not bound to give any reason thereof.

- The Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period.
- On acceptance of the separation notice, before you are relieved you will hand over to the company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not reproduce or retain any copies of these items.
- The company is not obliged to provide the relieving letter if the employee is leaving the organization within the six months after joining.

CONFIDENTIALITY AND NON-COMPETE:

- The position held by you would be of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your engagement with the Company, to any person any information about the interest or business of the Company or any affiliated companies.
- You will not divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and / or any other information, secret processes of data and material, which may come to your knowledge during the course of your engagement
- You agree that, during the term of your employment with the Company and for twenty-four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, interview or be employed with a Client of the Employer
- You also agree that during the term of your employment with the Company and for twenty four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, either individually or through any company controlled by you and either on your behalf or on behalf of any other person competing or endeavouring to compete with the Employer, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Employer

OFFICE INFRASTRUCTURE USAGE AND CODE OF CONDUCT:

All the employees are expected to thoroughly read and comply with the office infrastructure usage policy and the code of conduct mentioned as annexures of this offer letter. Any breach of these terms might result in immediate termination of this contract.

The company holds the right to change, modify existing policies and procedures. The terms and condition of the employment will be governed by the current company polices at that/any point in time and employee is expected to abide by it. Company's policy document will be available for employees to refer to electronically and will supersede all prior communication.

Any change in policy or terms and condition will be informed to employees in advance by an email communication which could be either in group or at a personal level.

This Agreement is governed by and shall be construed in accordance with the laws of Bangalore, Karnataka India. The respective parties shall submit their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of Bangalore, Karnataka, India.

On behalf of the Company, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact the HR Department.

To accept, please sign and return the duplicate of this appointment letter.

Yours Sincerely,

RedSeer Management Consulting Private Ltd



Authorized Signatory

I, MANJUNATH.N , accept the offer and terms of employment as detailed in this letter.

Signature: **Date: 30-03-2021**

redseer

Enclosures:

Annexure I: Compensation Details

Particulars	Annual [Rs.]	Monthly [Rs.]
Basic Salary	1,80,000.00	15,000.00
House Rent Allowance	24,000.00	2,000.00
Fixed CTC	**2,04,000.00**	**17,000.00**
Deductions:		
Provident Fund Contribution (Employee)	21,600.00	1,800.00
Employee State Insurance (Employee)	1,536.00	128
Professional Tax	2,400.00	200
Net Salary	**1,78,464.00**	**14,872.00**
Other Benefits:		
Lunch Allowance	19,200.00	1,600.00
Medical Insurance	11,790.00	982.5
Total CTC	**2,34,990.00**	**19,582.50**

redseer

OFFER LETTER

March 30, 2021

Shreya Harkawat

Dear Shreya,

Congratulations and welcome to RedSeer Consulting!

We have pleasure in appointing you in our Company as "Data Specialist - Beginner" effective April 05, 2021. The following terms and conditions will govern your employment with us:

COMPENSATION:

- You will be paid a Total Annual Salary of INR Two Lakhs Thirty-Four Thousand Nine Hundred and Ninety Only which is inclusive of all allowances and variable pay. The breakup of all statutory components and perks will be in accordance with the company's compensation policy. Please refer Annexure I for break-up of your compensation package.
- You will be responsible for all income tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters, as well
- The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, however arising to deduct from your remuneration, any monies due from you to the Company, including but not limited to salary, advances and any excess holiday pay.
- We request your cooperation in maintaining the confidentiality of your remuneration detail failing which, the company is entitled to take serious actions over the services of the employee without any notice.

BENEFITS AND REIMBURSEMENTS:

- **Lunch:** Expenses of lunch if incurred at the client site will be reimbursed as per client's reimbursement policy. Employees are requested to submit the bills of all such expenses for reimbursement,
- **Phone Connection:** Based on the requirements of the role, you may be provided with a company mobile connection with free calling facilities.
- **Discretionary performance bonus:** Any employee who shows significant client impact / performance during the year may be awarded a discretionary performance bonus/ The amount of this bonus will be based on the client impact delivered and is at the sole discretion of the Managing Partner.

- **Travel Bills:** Travel expenses for client purposes will be reimbursed by the company. The company will reimburse cab expenses for work on off hours. The bills will be reimbursed on actuals against submission of bills.
- **Other Benefits:** You will also be eligible for on-going benefits as per prevailing company policies.

WORK TIMINGS:

Work timings vary according to the geography of the project and project requirements. Unless specified otherwise by the project manager, you are expected to report to office by 9:30 AM sharp on weekdays. The company has a 5- day work week but owing to project exigencies, the employees might have to work on some weekends also

DUTIES:

- Depending on the engagement that you are part of, you agree to travel for work to client location/field visit within or outside India which might not be your base location. Duration of travel will be dependent on the client engagement or upto 100% of the time. The Company will reimburse you for reasonable business expenses incurred in connection with your business travel, upon presentation of appropriate documentation in accordance with the Company's expense reimbursement policies.
- Our offer and your employment are subject to the information provided by you in relation to your employment by the company regarding your background and/or previous employment being complete, accurate and not misleading in all respect; and all information obtained by the company in respect of you being fully satisfactory to the company.
- In addition to the allotted responsibilities/duties associated with the above position, you may also be assigned other duties as deemed fit and proper by the Company.
- You are required to conform to company's specific performance standards.
- The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace.
- Employee shall not use up the annual leaves during the probation period.
- The probation period is for six months starting from your date of joining. The notice period will be one month during the probation period. You will be eligible for a full-time position at the end of the probation period depending upon your performance.

SEPARATION:

- Post confirmation, this Contract of Employment is subject to termination by either party giving two months (60 days) notice. Either party is not bound to give any reason thereof.

- The Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period.
- On acceptance of the separation notice, before you are relieved you will hand over to the company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not reproduce or retain any copies of these items.
- The company is not obliged to provide the relieving letter if the employee is leaving the organization within the six months after joining.

CONFIDENTIALITY AND NON-COMPETE:

- The position held by you would be of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your engagement with the Company, to any person any information about the interest or business of the Company or any affiliated companies.
- You will not divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and / or any other information, secret processes of data and material, which may come to your knowledge during the course of your engagement
- You agree that, during the term of your employment with the Company and for twenty-four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, interview or be employed with a Client of the Employer
- You also agree that during the term of your employment with the Company and for twenty four (24) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, either individually or through any company controlled by you and either on your behalf or on behalf of any other person competing or endeavouring to compete with the Employer, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Employer

OFFICE INFRASTRUCTURE USAGE AND CODE OF CONDUCT:

All the employees are expected to thoroughly read and comply with the office infrastructure usage policy and the code of conduct mentioned as annexures of this offer letter. Any breach of these terms might result in immediate termination of this contract.

The company holds the right to change, modify existing policies and procedures. The terms and condition of the employment will be governed by the current company polices at that/any point in time and employee is expected to abide by it. Company's policy document will be available for employees to refer to electronically and will supersede all prior communication.

Any change in policy or terms and condition will be informed to employees in advance by an email communication which could be either in group or at a personal level.

This Agreement is governed by and shall be construed in accordance with the laws of Bangalore, Karnataka India. The respective parties shall submit their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of Bangalore, Karnataka, India.

On behalf of the Company, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact the HR Department.

To accept, please sign and return the duplicate of this appointment letter.

Yours Sincerely,

RedSeer Management Consulting Private Ltd



Authorized Signatory

I, SHREYA HARKAWAT, accept the offer and terms of employment as detailed in this letter.



Signature: _____ **Date:** **30-03-2021**

redseer

Enclosures:

Annexure I: Compensation Details

Particulars	Annual [Rs.]	Monthly [Rs.]
Basic Salary	1,80,000.00	15,000.00
House Rent Allowance	24,000.00	2,000.00
Fixed CTC	**2,04,000.00**	**17,000.00**
Deductions:		
Provident Fund Contribution (Employee)	21,600.00	1,800.00
Employee State Insurance (Employee)	1,536.00	128
Professional Tax	2,400.00	200
Net Salary	**1,78,464.00**	**14,872.00**
Other Benefits:		
Lunch Allowance	19,200.00	1,600.00
Medical Insurance	11,790.00	982.5
Total CTC	**2,34,990.00**	**19,582.50**

March 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear DHANUSH.M,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60

months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the

Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I DHANUSH.M, confirm that I am voluntarily sharing my Personal Information with Wipro Limited('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

March 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KOTARU PRUDVI,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60

months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the

Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I KOTARU PRUDVI, confirm that I am voluntarily sharing my Personal Information with Wipro Limited('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

March 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Kumud Sha,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60

months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the

Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Kumud Sha, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

March 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear MONISHA.K,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60

months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the

Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I MONISHA.K, confirm that I am voluntarily sharing my Personal Information with Wipro Limited('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

March 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear PAVAN KUMAR.E,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60

months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the

Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I PAVAN KUMAR.E, confirm that I am voluntarily sharing my Personal Information with Wipro Limited('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.



To,

Name : Akshay Kumar

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Akshay Kumar,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -**Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **3,25,500**
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: **INR 8,000**
  # Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
- Maximum Annual Total earning potential + Total Additional Benefits – **INR 3,33,500/-**

  You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



Strictly Private and Confidential

07-Mar-2022

Piyush Bhardwaj Alok

C10873572

402,RAJA SRIVANTH, 1ST CROSS GREEN HOUSE LAYOUT, DODDATHOGURU, ELECTRONIC CITY

Subject: Offer of Employment (“Offer”)

Dear **Piyush Bhardwaj,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Piyush Bhardwaj Alok

Date:

 Candidate's Signature _____

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
   You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

  Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

IPETRONIK

IPETRONIK India Private Limited No. 20, Brigade Rubix, Yeshwanthpur, Bengaluru-560 013.

Internship Letter

27/12/2021

Dear,
Mr. Adireddy Lasyaja.

NTTF Bangalore

This letter confirms that you have been offered the position of Trainee Automation Test Engineer with **IPETRONIK India Pvt Ltd**. Your position will begin on 07th March 2022 and end on 30th June 2022. During this period, you will report to Mr. Ganesh.H

This is a paid position for which you will receive Rs.15,000/- as a stipend per month.
As a(n) Trainee Software Developer you will perform the following duties for 40 hrs per week.

Job Responsibilities:

As an Automation tester, your major responsibilities are listed as below but are not limited to,

1. Understanding the manual test cases and steps.
2. Creating automation tests from manual tests using C# and visual studio with our development framework.
2. Executing the automated tests
3. Analysing the automation test failures and updating the tests.
4. Innovation and improvements of framework.

IPETRONIK India Pvt Ltd. affirms that this position and duties to be performed are supplemental to our current staffing and will not replace or replicate an existing or vacant position. After completion of the Internship, you will be taken as a full-time employee with promised CTC of 5 LPA and Rs.50,000/- Joining Bonus

For IPETRONIK India Pvt Ltd.

K. Chandrasekar

Name: Mr. Chandrasekar Kannan

Authorized Signatory

Sequoia AT India Pvt Ltd.
No. 1A, Ground Floor, Periyar Building,
Technopark, Trivandrum-695581
Regd. Office : 34, North Avenue,
Korattur, Chennai- 600080, India

March 21, 2022

Ref: SATi/2021/INT/250

ArthiSree
#3/187,Bantumilli Road,
Gudivada,Andhra Pradesh-521301

Dear Ms. Arthi,

We are happy to inform you that you have been successful in our selection process and we are pleased to offer you internship in our Software Division. The internship will be for an initial period of 4/6 months and may be extended based on your performance evaluation. On successful completion of internship, we may extend a permanent employment.

Remuneration

During the internship period, you will be paid a consolidated amount of Rs. 10,000 per month. The amount may be subjected to applicable taxes. Other than this amount you will not be eligible for any other monetary benefits. You will be eligible for an amount of Rs. 20,000 per month, once after confirmation

Termination

During the internship, this contract may be terminated at any time by either party by giving notice of 30 days in writing/email.

Validity

This contract is valid until September 21, 2022. The contract may be renewed/extended on mutual consent.

For **SEQUOIAAT INDIA PRIVATE LIMITED**

NILE S
HR EXECUTIVE

Scanned with CamScanner

StrategicStack

STRATEGICSTACK SERVICES PVT. LTD.
ClayWorks Create, 11KM,
Arakere Bannerghatta Rd,
Omkar Nagar, Arekere,
Bengaluru, Karnataka 560076

Name: Mamoon Singh
Address: #40/40A, Electronics City,hosur road nttf girls hostel Bangalore 560100
Email ID: mamoonsingh01@gmail.com
Contact No: 7676736316

Date: 21 March 2022

OFFER OF INTERNSHIP

Dear **Mamoon,**
Following your application and subsequent interview, we are pleased to inform you that you have been selected for internship in this company. The expected start date for commencement of your internship is **01st July 2022.**

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

1. Pre-conditions

a) Your role will be that of **Student Intern**
b) This is a time bound internship and does not confirm any full-time job opportunity in any way. However after successful completion of internship based on your performance, company may offer you full time employment
c) Either party can close the internship by serving a 15 days of notice period
d) You are required to adhere to all the duties expected of your position as maybe communicated to you by the Company from time to time

2. Location

Your duties may be performed from such location as you see fit although we may direct you to work from specific locations at a future date depending on organizational requirements.

3. Duration

Your internship is from 01st July 2022 to 01st January 2023.

4. Hours of Work

As a full-time intern you will be required to devote the whole of your work time and attention to StrategicStack Services Private Limited during ordinary business hours pursuant to the performance of your duties under this agreement.

5. Stipend

(a) Your monthly internship stipend will be Rs. 10,000/- (Rupees Ten Thousand only)
(b) This stipend will be paid monthly as a deposit into your nominated account

6. Leave

You will be entitled to leaves as per applicable laws and company policy.

Rajsriya Automotive Industries Pvt. Ltd., Unit - V
Plot No. 79 & 80, SIPCOT INDUSTRIAL COMPLEX,
HOSUR - 635 126 (T.N.)
Ph : (04344) 405900, Fax : (04344) 276980
Email : rajsriyahosur@rajsriya.com
CIN No. : U29142TN1996PTC035944

R

Rajsriya

Dated: 29th April 2022

Mr. P.J.AGREESH
M.S.N. Bavan,
Khzhiporvilai, Mulagumoodu,
Kanyakumari – 629 167..

Sub: Provisional Offer Letter – Issued.

Dear Mr. P.J.AGREESH,

We thank you for successfully participating in Campus selection held on **29.04.2022** and we are pleased to inform you that, you have been selected as **"STAFF TRAINEE"** on the agreed terms and conditions.

Please note that you have to join and report for duty on or before **2nd May'2022**, failing which the same will automatically deemed to have been withdrawn unless extended by the Company for valid reasons to be provided by you and the same has to be accepted by our Management at its sole discretion.

You will be paid **Rs.17,000/- (Rupees Seventeen Thousand only)** as stipend per month.

Your training period will be 1 year and on successful completion of your training period, you will be absorbed as **"Junior Engineer"** based on your performance and vacancy.

This offer is subject to your passing and successful completion of final semester and producing of your mark sheet, original certificates / testimonials in proof of age and qualification for our verification and return. You have to submit an attested copy of all your Certificates, and testimonials for our records. Your selection and joining shall be subject to you being found medically fit.

In acceptance of this provisional offer, kindly affix your signature with date on the duplicate copy of this offer letter indicating your date of joining and return to us.

We wishes you for your future career at our company.

Regards,

for **RAJSRIYA AUTOMOTIVE INDUSTRIES PVT. LTD.,**

S. SRIDHARAN
DGM – HR & ADMIN

TÜV SÜD
ISO / TS
16949 : 2002
Cert. : 12111 31170/02 TMS

Item	Details	Stipend	On Probation
	Designation	**Service Trainee**	
	Grade	**Training (12) Months**	**Probation(6 Months)**
	Division	**AC CT CC**	
	Monthly Salary Heads	**Amount in INR**	**Amount in INR**
	Basic	21174	23097
	Education Allowance	0	0
	House Rent Allowance	3458	5295
	Special Allowance	0	0
	LTA	1059	2310
A	**Monthly Salary Heads total p.m.**	**25692**	**30702**
B	**Monthly Salary Heads total p.a.**	**308299**	**368420**
	Variable Pay Opportunity	12705	13858
C	**Gross P.A. + Variable Pay**	**321004**	**382278**
	Retiral Benefits		
	Provident Fund	30491	33259
	Gratuity	21166	23087
	Total Retiral Benefits	51657	56346
D	**Gross P.A.+ Retiral Benefits+Variable Pay**	**372661**	**438625**
E	**Cost to Company**	**372661**	**438625**

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Mr Balaji K
NTTF
Bangalore – 560 100

Dear Mr Balaji K,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



Karthik Panchapakesan
Deputy General Manager – HRD

Accepting the Provisional Offer



Balaji K
Date: 08-Feb-2022

Classification: **Public**

08.02.2022		
CTC Structure		
Name : Mr Balaji K		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



INTEGRATED ENGINEERING SOLUTIONS
ISO 9001:2015 ISO 27001:2013

Automotive Robotics (India) Private Limited
MY HOME HUB | BLOCK NO.1 | WEST WING | 6TH FLOOR | MADHAPUR |
HYDERABAD - 500081 | TELANGANA | INDIA
Tel: +91-40-66887200 www.arigs.com | CIN: U74900TG2010PTC066921

OFFER LETTER

(Personal & Confidential)

Date: 28, Apr 2022

Name	**:**	**Mr Benchamin Joseph Jojo**
Designation	**:**	**Diploma Engineer Trainee (DET)**
Department	**:**	**New Digital and Embedded Services(NDE)**
Level	**:**	**10**

Dear Benchamin Joseph Jojo,

It is our pleasure to extend a formal offer of employment to you on behalf of **Automotive Robotics India Pvt. Ltd**, as per the terms and conditions mentioned below.

Location of Work

Your base location of work will be at **Chennai.** However, company has the discretion to post you at any of ARIPL's offices /client locations as per the changing needs of business.

Date of Joining

The date of joining shall be on or before **17, Aug 2022.** You are required to acknowledge the receipt of offer as well as provide acceptance to the same within 3 days from the offer date mentioned above.

Cost to Company (CTC)

Your CTC will be Rs. 2,25,000 per annum (Only). *A break-up of the same is explained in the Annexure-II*

Probation Period

You shall be on probation for an initial period of 6 months during which the notice period will be 2 Months. Employee completing 6-months with the organization is deemed to be a permanent employee and no separate mail or letter will be issued to this extent. The notice period after the probation will be 3 months. Date of joining shall include probation period for all records of ARi.

Annual Performance Review

You will be covered under Annual Performance Review. The Performance Review Cycle at ARi is **April to March,** and the related compensation changes shall be affected from the **1st of July** on a pro-rata basis. There shall not be a retrospective pay for the period between April and June. As per the current norms you will be eligible for a performance review in **September 2023.**

Appointment Letter

The Appointment Letter will be issued subject to completion of Background Verification, within 30 days from joining.

Non-Disclosure Agreement

You shall sign the **Confidentiality and Non-Disclosure agreement** with organization as per the rules of the company. You will be governed by the policies of the company that may be laid down/modified from time to time.

Hours of Work

The Company follows 5 working days a week schedule but for trainees, a 6-day working schedule may be followed. Each shift spreads across **8.45 hours** a day (including 45 minutes of break time). However, as the Company's business requires round the clock support, your weekly days off may not necessarily be on Saturdays/Sundays and you may be required to work in day-night/night shifts. Shift information will be given well in advance. Occasions may arise when you may be required to serve the Company beyond your assigned normal working hours.

Leave Rules

You will be eligible for 12 Days Privilege Leaves and 9 Sick Leaves per annum. All leave requests must be submitted to your Reporting Manager prior to availing, as per the policy guidelines. However, you will not be entitled to leave during notice period. Absence for a continuous period of 3 days, without prior approval including an overstay of leave, will be treated as abandonment of services. In such an event, your employment shall automatically come to an end with/without any notice of termination.

Validity of the Offer

In case you do not respond within the above stipulated time and company has not received your acceptance, this offer letter stands automatically withdrawn forthwith without further reference to you. If you have any queries regarding this letter, please contact HR on **+91 (40) 66887214.**

You are required to report on or before **17, Aug 2022** by **09:45 AM** at the following address failing which, this offer might stand withdrawn, unless such date is extended and communicated to you in writing.

Automotive Robotics India Private Limited
Tek Meadows Campus, Tower "B", 6th Floor, No. 51, Rajiv Gandhi Salai (OMR), Chennai, Tamil Nadu - 600119

Note:

- The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. By accepting this offer you agree to comply with and shall abide by all rules and regulations of the company as shall be in force, from time to time.
- In all matters, including those not specifically covered herein, such as Travel and other Organizational policies, you will be governed by the rules of the Company as may be framed from time to time.

For Automotive Robotics India Private Limited



GVS Gurunadh

Senior Manager - Human Resources

I, _____ (Indicate name in full) have read &understood the terms and conditions of the offer and do hereby accept the above offer. I will join on_____ at the aforementioned address.

ANNEXURE –I

Documentation Check List to be submitted at the time of joining

S. No.	Details	Submitted Y/N	Remarks
1	Xth Certificate		
2	XIIth Certificate		
3	Bachelor's Degree Certificate *(Copy of both front and back).*		
4	Bachelor's transcripts *(Statement marks and/or consolidated mark sheet indicating all subjects and marks- front and back)*		
5	Master's Degree Certificate *(if any –both front and back)*		
6	Master's transcripts *(Statement of marks and / or consolidated mark sheet indicating all subjects and marks - front and back)*		
7	Resignation acceptance letter from Previous Employer *(Not applicable in case if you are submitting Relieving letter)* on the day of Joining.		
8	Experience Certificate from Previous Employers - *Should include the date of joining, date of leaving and designation while leaving and role.*		
9	Relieving Letter from Previous Employers.		
10	Latest month pay-slip prior to joining ARIPL.		
11	Copy of Pan Card and Aadhaar Card full page with Aadhaar Enrolment Number.		
12	Photocopy of Birth certificate.		
13	Five passport size color photographs only on White background.		

Note:

- ❒ A copy of **Aadhaar / PAN Card / Passport / Voter ID Card** is mandatory for opening of Bank Account.
- ❒ You are requested to bring **One Set** of the above documents along with Originals at the time of joining.

Annexure - II

Name	**Mr Benchamin Joseph Jojo**
Designation and Level	Diploma Engineer Trainee (DET) , 10
Department	New Digital and Embedded Services(NDE)

Salary components	**Monthly**	**Annual**
Basic Pay	7,614	91,368
HRA	3,046	36,547
Education allowance	0	0
Conveyance Allowance	1,600	19,200
Medical Allowance	0	0
Statutory Bonus	1,400	16,800
Leave Travel Allowance	0	0
Special allowance	3,261	39,127
Gross salary	**16,920**	**2,03,042**
Employer PF	914	10,964
Employer ESI	550	6,598
Fixed CTC	**18,384**	**2,20,606**
Gratuity		4,394
Group Insurance premium		0
Total CTC		**2,25,000**
Monthly take home (Excluding taxes)	**15,879**	

Benefits include -

- **Group Health Insurance**
  Health Insurance for Self, Spouse, 2 Children, 2 parents for 3 Lakhs – Floater Policy with Parental Coverage limited to a Sum of 1 Lakh with (10% Co-pay Option for parents).

Group Term Life Insurance

I. Upto Grade VII – **INR 20,00,000 /-**
II. Grade VI and above - **INR 50,00,000 /-**

- **Group Personal Accident Insurance**:
  Coverage of **INR 10,00,000/-**
- **Gratuity** – Payable as per Gratuity act.

Note:

- This compensation is subjected to statutory deductions viz. PF (Employee's contribution), Professional Tax and Income Tax etc. as per the statutory requirement will be borne solely by the employee.
- Your compensation details are personal and should not be shared with anyone other than reporting manager and HR.

For **Automotive Robotics (India) Pvt Ltd**

.



GVS Gurunadh

Senior Manager - **Human Resources**

JOCKEY

April 20, 2022

Mr. Elavarasan
S/o Rajkumar
4/795, Kolla Kotta, Kilpalur,
Tiruvannamalai, Tamil Nadu - 606908

Letter of Offer

Dear Elavarasan,

Congratulations and welcome to Page Industries Limited!

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of ***Junior Officer – Maintenance (Mechanical).***

Initially you will be head quartered at Bangalore and after initial induction and training you will be posted in one of our units.

Your remuneration and other terms and conditions of your employment have already been discussed and accepted by you. A detailed letter of appointment will be issued to you once you join the organization.

This offer of employment is subject to your successful completion of Degree / Diploma as and when results are announced in this year, and also based on the submission of relevant documents, failing to which this offer shall be cancelled.

Accordingly, you are requested to join ***on April 25, 2022,*** *with your Degree / Diploma certificates.*

We once again welcome you to Page family and wish you a bright career with us.

For Page Industries Ltd.,

Minor Ganesan
Senior Vice President – Human Resources, Admin. & CSR

JOCKEY

April 20, 2022

Mr. Jashwanth K
S/o Krishnan
D No. 3/150, Seetharamnagar Nagar,
Hosur, Chennathur, Krishnagiri,
Tmail Nadu - 635109

Letter of Offer

Dear Jashwanth,

Congratulations and welcome to Page Industries Limited!

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of ***Junior Officer – Maintenance (Mechanical).***

Initially you will be head quartered at Bangalore and after initial induction and training you will be posted in one of our units.

Your remuneration and other terms and conditions of your employment have already been discussed and accepted by you. A detailed letter of appointment will be issued to you once you join the organization.

This offer of employment is subject to your successful completion of Degree / Diploma as and when results are announced in this year, and also based on the submission of relevant documents, failing to which this offer shall be cancelled.

Accordingly, you are requested to join ***on April 25, 2022,*** *with your Degree / Diploma certificates.*

We once again welcome you to Page family and wish you a bright career with us.

For Page Industries Ltd.,

Minor Ganesan
Senior Vice President – Human Resources, Admin. & CSR

L&T Technology Services

INTERNSHIP OFFER LETTER

Ref: LTTS/HR/PT/2022-23/146 **26th May 2022**

To
Mr LOURDU ESRON G
Diploma, Nettur Technical Training Foundation

Sub- Project Training / Industrial Training / Vocational Training

Dear LOURDU ESRON G,

We are pleased to offer you internship for a period of **3 Months**. Your internship will begin on **30th May 2022** and will end **30th August 2022.** During internship period you will be eligible for stipend amount of **Rs. 5000/- PM**. You need to take care of accommodation and commuting.

You are requested to report at **L&T Technology Services Limited, KIADB Industrial Area, Hebbal, Hootagalli, Mysuru Karnataka 570032.**

This internship is considered temporary and the terms of the internship may be modified at any time for any reason not prohibited by law. Furthermore, this internship is not construed to be nor may lead to employment with us. Either party can terminate the internship by giving 21 days' notice to the other. However, the Company reserves the right to terminate the internship immediately for any reason whatsoever which may jeopardise the company's business interests. Internship completion letter will only be provided for completion of internship period.

As an intern, you will not receive any of the employee benefits that regular company employees are entitled to, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the any of company's retirement plan.

During your internship, you may come across confidential business information. By accepting this internship employment offer, you acknowledge that you must adhere to the company's confidentiality and information security policy. You are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the Company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular the drawings, quotations, specifications and other manufacturing information. You shall also be responsible

Ref:LTTS/HR/PT/2022-23/146

for maintaining the confidentiality and prevent unauthorized dissemination in case you are engaged by the Company in the development and use of any product including computer programs.

In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

Further you hereby give your consent that the Company will be the legal owner of any right(s) in the Intellectual Property including Patents, Design, Copyright, Trademarks, Topography of Integrated Circuits, etc. generated as a result of your work during your tenure with the Company. By virtue of signing this document, you assign all the rights in said intellectual property to the Company. You also agree that you will cooperate in processing any relevant document related to assignment of said Intellectual Property Right during your internship or even after it in the intellectual property generated during your internship with the company."

Please sign the duplicate copy of this agreement and return it to the undersign as a token of acceptance.

Yours faithfully,

For L&T Technology Services Limited



Prakash Krishnamoorthy
Head – Leadership Hiring and Strategic Talent Initiatives

I have read the letter and accept the same. I will report for Internship at **Mysore** on **30th May 2022.**

Full Name: - LOURDU ESRON G

Signature: -

Date: -

Letter of Appointment – Trainee Technician

Date: 11th April 2022

Mr. Naveenkumar K
S/o Kumar
#6/1 Gandipuram, Thurinjapuram,
Tiruvannamalai,
Tamil Nadu-606805

Dear Naveenkumar K

Further to the interview you had with us, we are pleased to appoint you as **Trainee Technician** in our Company.

The terms and conditions governing your training are given below: -

1. Training period:
You will be on training for a period of 6 months effective date of starting of this program.

2. Consolidated Stipend:
A sum of gross Rs. 15000/- (Rupees Fifteen Thousand Only) per month will be paid to you as stipend. After completion training your compensation wages will hike 17000/-

You will be entitled benefits of PF and ESI.

3. Notice period during training:
The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 5 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. Posting:
Initially you will be posted at **Mekhos Technology Services Pvt Ltd, Bangalore.** However, during this period of training, you can be transferred to any other department of the company, anywhere in India or overseas.

5. This appointment is subject to:
a. You're having secured a certificate of completion as declared by your Institution / University.

b. Your being examined & found medically fit. (Please have yourself medically examined by a general physician)

Scanned with CamScanner

6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.

7. On successful completion of training, based on your performance during and at the end of the training period, you may have confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.

9. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

10. Should there be a need for any modification in one or more benefits extended to you through this letter, by way of enactment of any law by the appropriate State/Central Government, you would be entitled to the higher of the benefit(s) but not both.

11. You are required to work for a minimum of 3 years. If you leave the organisation for any reason prior to the minimum working period of 3 Years, you will be liable to re-pay salary paid to you during the last six months prior to your leaving. for the term of three years from the date of this agreement. As a guarantee you are agreed to keep your Diploma -original education certificate with the custody of Mekhos.

12. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

13. Your appointment is with effect from 11th April 2022.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the **Mekhos Team**, we wish you good luck and a very bright career with us.

Yours faithfully,

For Mekhos Technology Services Pvt. Ltd.,

HR,

Mekhos Technology Service Pvt. Ltd.

Scanned with CamScanner

S.R. AUTOMATIONS

MITSUBISHI ELECTRIC
Changes for the Better

OFFER LETTER

Dated: 07-03-2022

Dear Mr. Ravi Kumar

With reference to the personal interviews you had with us, we are pleased to offer you a job in **M/s.S.R Automations** and work to be assigned in SR group Companies all over south india brnaches by management or such other places of business of the company , you have to travel frequently to customer site in all over india. The post offered to you is **Jr.Engineer** (after 6 Months internship) in the Technical Department of our Factory Automation Products(FAP) Business Division of our Company subject to your agreeing to the following terms.

You shall receive a Gross Salary of Rs.10,000/- per month. During internship .

S.no	Description	Monthly	Prohibition Period
1	Basic	5000	30000
2	HRA	2400	14400
3	Conveyance Allowance	1000	6000
4	Medical allowance	1000	6000
5	Special allowance	600	3600
Total Amount		**10000**	**60000**

Total CTC : 1,20,000.00 during internship
Total CTC After internship : 2,16,000.00 (Min Gauranteed)

Transport, food & accomadation Allowance will proivide additionally as per company standards at actuals

Additionally: PF/ Gratuity/ ESI as per Government rules.

You will be under probation period for 6 months.After 6 Months salary will be revised with Min 60 % to 80% based on your skills and performance .

You are expected to carry out your responsibilities with utmost care and diligence.

You should also work with sincerity, honesty, and integrity.

You should work with your colleagues amicably with understanding so that a peaceful environment is formed.

You should be prepared to work anywhere in India.

You should not divulge any details about our Company to anybody while in service with us, or at any later date.

You should abide by the Rules and Regulations of the Company.

The notice period for job quitting/ termination will be 2 month from either side.

You should work with a spirit of innovation and togetherness with long term commitments. The increments will be given depending on your efficiency and effectiveness in your work.

You should be regular and punctual at work. Frequent absenteeism is not permitted.

Your Date of Joining is April 1st 2022 / as per NTTF.

Please note that offer stands valid subject to joining confirmation by 15th march -2022

You will need to submit necessary documents Education Certificate, should carry your own laptop, 2-wheeler (Not immediately), all
these our concern team will assist you.

If you are agreeing for all the above, kindly return us the duplicate of the letter duly signed, indicating the date of your joining

Thanking you,

Yours faithfully,

For S.R Automations

Authorized Signatory

Letter of Appointment – Trainee Technician

Date: 11th April 2022

Mr. Ronet Sebastian
S/o Sebastian,
Kuzhippallil House, Kunnoth,
Kerala-670706

Dear Ronet Sebastian,

Further to the interview you had with us, we are pleased to appoint you as Trainee Technician in our Company.

The terms and conditions governing your training are given below: -

1. Training period:
You will be on training for a period of 6 months effective date of starting of this program.

2. Consolidated Stipend:
A sum of gross Rs. 15000/- (Rupees Fifteen Thousand Only) per month will be paid to you as stipend. After completion training your compensation wages will hike 17000/-

You will be entitled benefits of PF and ESI.

3. Notice period during training:
The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 5 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. Posting:
Initially you will be posted at **Mekhos Technology Services Pvt Ltd, Bangalore.** However, during this period of training, you can be transferred to any other department of the company, anywhere in India or overseas.

5. This appointment is subject to:
a. You're having secured a certificate of completion as declared by your Institution / University.

b. Your being examined & found medically fit. (Please have yourself medically examined by a general physician)

6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.

7. On successful completion of training, based on your performance during and at the end of the training period, you may have confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.

9. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

10. Should there be a need for any modification in one or more benefits extended to you through this letter, by way of enactment of any law by the appropriate State/Central Government, you would be entitled to the higher of the benefit(s) but not both.

11. You are required to work for a minimum of 3 years. If you leave the organisation for any reason prior to the minimum working period of 3 Years, you will be liable to re-pay salary paid to you during the last six months prior to your leaving. for the term of three years from the date of this agreement. As a guarantee you are agreed to keep your Diploma -original education certificate with the custody of Mekhos.

12. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

13. Your appointment is with effect from 11th April 2022.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the **Mekhos Team**, we wish you good luck and a very bright career with us.

Yours faithfully,

For Mekhos Technology Services Pvt. Ltd.,

HR,

Mekhos Technology Service Pvt. Ltd.

CLASSIC STRIPES

Ref. No.: CSPL/HR/FY23/05 **Personal & Confidential**

May 16, 2022

To,
Mr. B.Syed Ilyas,
Srinivas PG, Narayana Reddy,
Layout, Electronic City - 2,
Bangalore – 560100.

Dear B.Syed,

Further to the interviews you had with us, we are pleased to offer you the position of **"Diploma Engineer Trainee" (Grade – DET).** The value of your total annual compensation will be **Rs. 3,00,000/- (Rupees Three Lakhs Only**) subject to Income Tax, consisting of the following:

Salary Component	**Rs./Month**	**Rs./Annum**
Basic	14487	173844
HRA	7244	86928
Monthly Gross	**21731**	**260772**
PF	1738	20856
Gratuity	697	8364
Bonus	834	10008
Fixed CTC	**25000**	**300000**

Company will provide a comprehensive Hospitalization Insurance Plan to cover you and your family (Self, spouse, and dependent children) and an Accident Insurance Plan for you.

We would like you to join at the earliest possible date on or before **01 August, 2022** Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us in the next seven days.

CLASSIC STRIPES

Personal and Confidential

Page 2 of Offer Letter with Ref. No. CSPL/HR/FY23/05 dated May 16, 2022 issued to Mr.B.Syed Ilyas.

You will be on training for 12 months during which your employment can be terminated by giving one month's notice on either side or payment of salary in lieu thereof. After the training period, your employment with Classic Stripes may be terminated by giving one month's notice period on either side, or by payment of salary in lieu thereof. However, at the time of leaving, you will ensure that all your on-going activities are successfully completed. You will be posted to work at Pelhar to begin with. However, the company shall have the right to transfer you to any of its offices or Group Companies and abroad.

Non-compete Employment Undertaking:-

- If you resign from the services of the Company, you would not take up employment / consultancy or directorship for a period of 24 months effective from the date of your leaving the company with any competitors of Classic Stripes Private Limited, Astarc Group and companies in similar nature of business. You agree that you would disclose the company name where you are joining at the time of your resignation.

- For a period of 24 months effective from your date of leaving the company, you will not poach any personnel of Classic Stripes Private Limited and Astarc Group.

The above Non-Compete clause would form part of your employment term.

The appointment letter detailing the terms and conditions will be issued to you on or after your joining of our organization. You are requested to provide the documents as per Annexure – 1 (Recruitment Checklist) at time of joining, for our records. This letter is valid subject to your passing the pre-employment health checkup which you are expected to undergo before joining.

We look forward to a long & mutually beneficial association.

Yours sincerely,

Classic Stripes Private Limited,

Pandurang Chougale
General Manager – HR & PR.

For any further queries, you are welcome to get in touch with any of us at the under mentioned office address and numbers.

Contact Person:
For any further queries, you are welcome to get in touch with any one of the following team members.

Pandurang Chougale (+91-7208042111, pandurang@astarc.com)
Aniruddha Saindane (+91-8292959431, aniruddha.saindane@classicstripes.com)
Aishwarya Thakare (+91-8805090307, aishwarya.thakare@classicstripes.com)

CLASSIC STRIPES

Annexure - 1

JOINING FORMALITIES

(Recruitment Check-list)

- Copies of all your academic and educational certificates & mark sheets.
- Copy of proof of your birth date (School Leaving Certificate).
- Five Passport size photographs.
- Medical Fitness Certificate. (Blood/Urine -CBC+ ESR+ Sugar, Chest X-ray & E.C.G.).
- Pan Card Copy.
- Residence Proof.

Please ensure that you carry original documents on the joining day as all the photocopies will be verified with the originals & will be attested by HR Representative.

CLASSIC STRIPES PRIVATE LIMITED

Astarc House, 76/79, Makwana Lane, Takpada, Marol, Andheri (E), Mumbai - 400059. India
Tel: +91-22-66793500, Fax: +91-22-66793600, info@classicstripes.com, www.classicstripes.com. CIN - U74110MH2011PTC222752

A Member of SGIA

motherson

MATE/HRM/LOI/2022/022 **July 05th, 2022**

Mr. AJITHKUMAR R
C/O NTTF
Bangalore

Sub: Letter of Intent

Dear AJITHKUMAR R,

This has reference to our visit to your campus & subsequent discussion with us. We are pleased to offer you a position of **"Diploma Engineer Trainee - I"** in our organization. During the period of your training you'll be paid a stipend of **Rs. 25000 per month.** This amount is inclusive of your Basic Stipend, HRA, Conveyance Allowance, Special Allowance, Bonus, and Employer Contribution to PF & ESIC as applicable.

This offer is valid on your being found medically fit in the Pre-Recruitment Medical Examination done at company's expense at company's nominated hospital.

You are required to join on or before **Aug 4, 2022** in our manufacturing unit based at **Chennai**. At the time of joining, you are requested to bring the following documents:-

1. Five - passport size photographs
2. Aadhaar Card and Pan Card
3. Testimonials in original

Please note that you are required to sign a contract for two years with the company. A formal Appointment letter shall be given to you on your joining. Please sign the duplicate copy of this letter as a token of your acceptance of our offer.

Thanking you,

Motherson Automotive Technologies & Engineering
(A division of Samvardhana Motherson International Limited.)

TOM JOSEPH
(Head – HR)

Head Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) 10th Floor, Plot No.1, Sector-127, Noida-Greater Noida Expressway Noida - 201301, U.P., India
Phone: +91-120-6679500, Fax: +91-120-6679700
Website: www.motherson.com

Regd Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) Unit–705, C Wing, ONE BKC, G Block Bandra Kurla Complex,
Bandra East, Mumbai–400051, Maharashtra (India)
Tel: 022-61354800, Fax: 022-61354801
CIN No: L34300MH1986PLC284510

motherson

MATE/HRM/LOI/2022/024 **July 05th, 2022**

Mr. DINESH K
C/O NTTF
Bangalore

Sub: Letter of Intent

Dear DINESH K,

This has reference to our visit to your campus & subsequent discussion with us. We are pleased to offer you a position of **"Diploma Engineer Trainee - I"** in our organization. During the period of your training you'll be paid a stipend of **Rs. 25000 per month.** This amount is inclusive of your Basic Stipend, HRA, Conveyance Allowance, Special Allowance, Bonus, and Employer Contribution to PF & ESIC as applicable.

This offer is valid on your being found medically fit in the Pre-Recruitment Medical Examination done at company's expense at company's nominated hospital.

You are required to join on or before **Aug 4, 2022** in our manufacturing unit based at **Chennai**. At the time of joining, you are requested to bring the following documents:-

1. Five - passport size photographs
2. Aadhaar Card and Pan Card
3. Testimonials in original

Please note that you are required to sign a contract for two years with the company. A formal Appointment letter shall be given to you on your joining. Please sign the duplicate copy of this letter as a token of your acceptance of our offer.

Thanking you,

Motherson Automotive Technologies & Engineering
(A division of Samvardhana Motherson International Limited.)

TOM JOSEPH
(Head – HR)

Head Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) 10th Floor, Plot No.1, Sector-127, Noida-Greater Noida Expressway Noida - 201301, U.P., India
Phone: +91-120-6679500, Fax: +91-120-6679700
Website: www.motherson.com

Regd Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) Unit–705, C Wing, ONE BKC, G Block Bandra Kurla Complex,
Bandra East, Mumbai–400051, Maharashtra (India)
Tel: 022-61354800, Fax: 022-61354801
CIN No: L34300MH1986PLC284510

motherson

MATE/HRM/LOI/2022/025 **July 05th, 2022**

Mr. AHAMED SHARIFF U G
C/O NTTF
Bangalore

Sub: Letter of Intent

Dear AHAMED SHARIFF U G,

This has reference to our visit to your campus & subsequent discussion with us. We are pleased to offer you a position of **"Diploma Engineer Trainee - I"** in our organization. During the period of your training you'll be paid a stipend of **Rs. 25000 per month.** This amount is inclusive of your Basic Stipend, HRA, Conveyance Allowance, Special Allowance, Bonus, and Employer Contribution to PF & ESIC as applicable.

This offer is valid on your being found medically fit in the Pre-Recruitment Medical Examination done at company's expense at company's nominated hospital.

You are required to join on or before **Aug 4, 2022** in our manufacturing unit based at **Chennai**. At the time of joining, you are requested to bring the following documents:-

1. Five - passport size photographs
2. Aadhaar Card and Pan Card
3. Testimonials in original

Please note that you are required to sign a contract for two years with the company. A formal Appointment letter shall be given to you on your joining. Please sign the duplicate copy of this letter as a token of your acceptance of our offer.

Thanking you,

Motherson Automotive Technologies & Engineering
(A division of Samvardhana Motherson International Limited.)

TOM JOSEPH
(Head – HR)

Head Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) 10th Floor, Plot No.1, Sector-127, Noida-Greater Noida Expressway Noida - 201301, U.P., India
Phone: +91-120-6679500, Fax: +91-120-6679700
Website: www.motherson.com

Regd Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) Unit–705, C Wing, ONE BKC, G Block Bandra Kurla Complex,
Bandra East, Mumbai–400051, Maharashtra (India)
Tel: 022-61354800, Fax: 022-61354801
CIN No: L34300MH1986PLC284510

motherson

MATE/HRM/LOI/2022/026 **July 05th, 2022**

Mr. Yokeshwasar
C/O NTTF
Bangalore

Sub: Letter of Intent

Dear Yokeshwasar,

This has reference to our visit to your campus & subsequent discussion with us. We are pleased to offer you a position of **"Diploma Engineer Trainee - I"** in our organization. During the period of your training you'll be paid a stipend of **Rs. 25000 per month.** This amount is inclusive of your Basic Stipend, HRA, Conveyance Allowance, Special Allowance, Bonus, and Employer Contribution to PF & ESIC as applicable.

This offer is valid on your being found medically fit in the Pre-Recruitment Medical Examination done at company's expense at company's nominated hospital.

You are required to join on or before **Aug 4, 2022** in our manufacturing unit based at **Chennai**. At the time of joining, you are requested to bring the following documents:-

1. Five - passport size photographs
2. Aadhaar Card and Pan Card
3. Testimonials in original

Please note that you are required to sign a contract for two years with the company. A formal Appointment letter shall be given to you on your joining. Please sign the duplicate copy of this letter as a token of your acceptance of our offer.

Thanking you,

Motherson Automotive Technologies & Engineering
(A division of Samvardhana Motherson International Limited.)

TOM JOSEPH
(Head – HR)

Head Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) 10th Floor, Plot No.1, Sector-127, Noida-Greater Noida Expressway Noida - 201301, U.P., India
Phone: +91-120-6679500, Fax: +91-120-6679700
Website: www.motherson.com

Regd Office:
Motherson Automotive Technologies & Engineering (A division of Samvardhana Motherson International Limited formerly Motherson Sumi Systems Ltd.) Unit–705, C Wing, ONE BKC, G Block Bandra Kurla Complex,
Bandra East, Mumbai–400051, Maharashtra (India)
Tel: 022-61354800, Fax: 022-61354801
CIN No: L34300MH1986PLC284510

Synthesis Winding Technologies Pvt. Ltd.

No.14/A, Shantipura Road, Electronics City, Phase II,
BENGALURU 560 100 INDIA . ✆ +91-80-30282020 / 21.
CIN-U29299KA2002PTC030265 PAN-AAGCS8980E

e-mail : info@synthesis-winding.com
www.synthesis-winding.com

16-July-2022

OFFER LETTER

Dear Mr. Hariharan J.

Thank you for your interest in Synthesis Winding Technologies Pvt Ltd. we are committed to fostering a caring and value-driven culture to drive performance, as we believe that people are at the heart of our success. We look forward to working with you and are pleased to make you an offer for the **Design Department** at Bengaluru. Your date of joining the Company will be **25th July 2022**.

Compensation: Your estimated cost to the company ("CTC") is INR 3**,00,000 p.a.** (Three Lakhs) & 25**,000 p.m**.(Twenty Five Thousand). The detailed split-up is given in the attached annexure. Please keep the details of your compensation confidential.

Reference Check and Background Verification: As a Company we believe in investing in people for the long term and as such follow a through reference checks and background verification process for every employee. This includes verification of application documents submitted by you.

Policies of the Company: Our Company policies are based on our vision and mission. Understanding the policies will help you settle into the Company and will continue to be of support during your tenure with us.

Submission of Documents: On the first day of your reporting to work in the Company ("Joining Date"), you are required to bring the following original documents along with one set of Photocopies:

1. Educational Certificates.
2. Copy of Pan & Adhar
3. Passport Size Photographs – 2
4. Date of Birth and age details of your nominees for enrolment into the Insurance & Gratuity Scheme.
5. Relieving Letter & Last three months' payslips.
6. SBI Account details.

Please acknowledge the receipt of our offer of appointment by signing the duplicate copy of this letter. We look forward to your joining **on or before 25th July 2022**.

for **Synthesis** Winding Technologies Pvt Ltd.,

Manohara Bhogale S
Head-HR & Admin.

Accepted

Signature of the Candidate

Mediclaim Insurance: You will be covered under the Company's Group Insurance Scheme along with your Spouse and Children.
Provident Fund: The Company will contribute 1620 per month towards Provident Fund. A similar deduction will be made from your salary.
Gratuity: You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 and the rules made thereunder.

Synthesis

Annexure-I

Dear Mr. Hariharan J,

You will be paid a consolidate Salary of Rs.3,00,000/- (Rupees Three Lakhs only) per annum, inclusive of all allowances, this amount shall be considered as the CTC (Cost to company) per annum.

Your Remuneration is as follows:-

Salary Breakup		
		Monthly
Fixed	Basic	13,500
Salary (Monthly)		
	HRA	5,400
	Transport Allowance	1,000
	Special Allowance	3,480
Gross (Monthly)	**Total**	**23,380**
Deductions (Monthly)	PF	1,620
	ESI	-
	PT	200
	Total	**1,820**
Net Amount		**21,560**
Employer Contribution		
	PF	1,620
	ESI	-
	Total	**1,620**
CTC/Month		**25,000**
CTC/Annually		**3,00,000**
	OTHER BENEFITS	
	Medical Insurance	1096
	Food	1430
	Bonus	1125
	Gratuity	1124
	Uniform	160

Note:	* Statutory Bonus@8.33% on Basic Salary (Wage Limit 21000/-)
	Bonus will be based on companies performance
	*** Calculation made on Gross and for five years
	Tiffin is not included (late stay employees)
	Transportation cost for late stay is not included.

for *Synthesis* Winding Technologies Pvt Ltd.,

Manohara Bhogale S
Head-HR & Admin.

Winding Technologies Pvt. Ltd. ★ Synthesis BANGALORE 560 100

Accepted

Signature of the Candidate

Date:31-05-2022
Name: Anushank Suresh Jambhulkar
Address: 6/7101, Rao Colony, Behind Govt. Godown,
Talegaon Dabhade, Pune
Maharashtra - 410506

Subject : Offer of Training

Dear Mr. Anushank,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the company in writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

Date:31-05-2022
Name: Kaushik. P
Address: S/O Padmanabhan G,
#53 Survey No 193 A main 5th B Cross,
Hesaraghatta Main Road, Defense Colony, Bangalore North
Karnataka - 560073

Subject : Offer of Training

Dear Mr. Kaushik,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the company in writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

RAMSAYS CORPORATION PRIVATE LIMITED

Date : 19th April 2022

OFFER LETTER

Dear Mr. Mothish kumar P,

With reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization as Trainee in Tool and Die department. Your initial place of work will be at our facility in Chengalpattu, Your services based on job requirements, are liable to be transferred to any of our other Plants/ Units. You need to take care of the prescribed Roles and Responsibilities as and when instructed by your supervisor. You are required to join the company on or before 11th April 2022**.** If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an early date, we would be very delighted.

At any time of joining, you should bring the following documents:-

- Photocopies of Date of Birth, Educational Qualifications and other related certificates.
- Five recent passport size photographs.
- Acceptance of resignation letter, relieving letter and service certificate.
- Photocopy of PAN card. In case you have not been allotted a PAN, please submit acknowledged copy of the application form, or apply for a PAN on an immediate basis.

Kindly reply your acceptance confirmation through mail

A detailed letter outlining the terms and conditions of your appointment will be issued to you on your joining us and complying with the above joining formalities as per rules of the company. We look forward to your joining "Team Ramsays " and wish you all the best for a long and fruitful career in Ramsays Corporation Pvt Ltd.

Annexure :

Components	Amount
Basic Salary / Stipend	13000
Provident Fund-Employer contribution	1560
ESI – 3.25%	422
Gross pay (Monthly)	14982
CTC (Annual)	1,79,790/-

Note :

3. Medical insurance (GMC and GPA), Gratuity, Bonus and other perks are not included in above structure. They are applicable to you as additional benefits.

4. Once we get your course completion certificate and final semester results with pass mark / grade, we will revise your stipend with increase of Rs.4000/- per month.

For Ramsays Corporation Pvt Ltd,

Joseph Amalraj, Manager – Human Resources

No.102/2, Chenneri Villege, Sembakkam, Chengelpattu- TK, Kanchipuram DT 603108, Tamil Nadu, India
Ph: 044-27402236 Ph: +91 44 2450 1926, Fax: +91 44 2450 3184
Email: ramsays@vsnl.com , ramsayssy@vsnl.net

WIZKLUB

Name: Mr. Nand Kishore Date: 7 Sep 2022

Dear Nand kishore,

We are very pleased to extend an invitation to you to join WIZKLUB as **Project Engineer** effective from **1st Aug ,2022**.

Terms of Employment:

Your Total CTC will be **Rs.240,000/-(Rupees Two Lakh Forty Thousand Only).** Details attached in Annexure. Any deductions (such as PF when applicable and taxes, etc.) would be deducted as per statute.

- You will be on probation period for 3 months effective from the date of joining. You will be governed by all the policies and procedures of the organization as applicable from time to time. The company has the right to change or modify your terms and conditions of service at any time. Though you have been engaged for a specific position, the company reserves the right to transfer you to any other branch, location, department, establishment of the organization. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

- Your employment is contingent upon your ability to work for WIZKLUB without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

- Confidentiality and Non-Solicit: In Connection with your employment by WIZKLUB, you may have access to company confidential information, including but not limited to information and materials to the business and financial affairs of the firm, training materials and procedures, client development activities and sales procedures, personal matters, operating procedures, organizational responsibilities, market information and policies or procedures of the firm, its employees, clients, or agents with respect to such confidential and proprietary information and materials. The said confidential and proprietary information shall only be used as and only for the purposes of WIZKLUB. You shall maintain confidentiality of the Confidential information and non-solicit the employees, partners, vendors or customers during and after the termination of your employment with WIZKLUB.

- Intellectual Property Rights: You hereby irrevocably assign to WIZKLUB, its successors and assigns, and WIZKLUB shall have exclusive ownership rights, including, but not limited to any inventions, discoveries, concepts, ideas or information, conceived by you in the course of your employment with WIZKLUB, and all documents, data, and other information of any kind including , incorporating , based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of WIZKLUB and shall be

considered a work made for hire and may not be used for any purpose other than the benefit of WIZKLUB. Any and all such property and materials containing such property shall be delivered to WIZKLUB on request and in any event at the termination of your employment by WIZKLUB, and no copies thereof shall be retained by you unless the prior written consent of WIZKLUB is obtained with respect thereto. You will cooperate with WIZKLUB to establish, protect or confirm WIZKLUB's exclusive rights to such work or to enable it to transfer legal title together with any patents that may be issued.

- Non-Compete: You shall not for a period of 1 year from the date of your resignation or leaving the services of the company for any reason whatsoever join any other organization having similar interests or business activities or in a manner as would affect our business interests whether by way of your taking up employment, advisor-ship or retainer-ship of any manner whether for consideration or otherwise or be connected directly or indirectly with any business wherein information made available to you by us during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.

- This offer is made on the basis of the particulars submitted by you. You shall inform the organization in writing of any changes in such particulars, promptly and in any case within three days of such change. If, at any time, it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, this offer and any appointment pursuant hereto will be considered ineffective and irregular and your services are liable to be terminated without notice or fee in lieu of notice, without prejudice to the right of WIZKLUB to take disciplinary action against you.

Notwithstanding anything herein contained, in the event of any breach by you of any of the terms and conditions herein contained or of any of the rules and regulations of the organization, the company will have the right to terminate your appointment and service without any notice or notice pay or compensation whatsoever.

- While in the employment with the company, you will not, under any circumstances, be permitted to work for any other firm or persons, either whole time or part time, nor in any way be associated with any firm or persons as advisor, director, partner, whether paid or not for your services, without the prior written permission of the company.

- In case of resignation, the Full and Final Settlement will only include the salary for the number of days worked .Employees will not be eligible for any other payout (Incentive/ Variable Pay) post the date of resignation.

- You will retire from the services of WIZKLUB on attaining 58 years. The appointment is terminated on giving written notice of 30 days by either party or salary in lieu of notice. Salary here is defined as the Basic Pay compensation paid to you.

Sincerely,

Swarup Vijh

Sr. Vice President

Offer of Employment Accepted:

I have read the terms and conditions set out above and fully understand the same. In accepting employment with WIZKLUB I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc., as may be communicated to me from time to time.

Name:_____ Signature: _____

Date:_____ Anticipated Start Date: _____

Annexure

Name : **Nand Kishore**		
Designation: **Project Engineer**	Offer	
Salary Structure	**PM**	**PA**
Basic Salary	10,000	120,000
HRA	4,000	48,000
Flexi Basket	4,200	50,400
Fixed Pay	**18,200**	**218,400**
Employers Contribution to PF	1,800	21,600
Gross Pay	**20,000**	**240,000**
Target Cost to Company (TCTC)	**20,000**	**240,000**

Talent Maximus Payroll Services

TMP/ENP/2223/0061 **14/12/2022**

MR. NAVANEETH PS
PALLIYIL HOUSE,PADIYAM,CHOORAKODU TEMPLE, KANDASSANKADVU P O
KARAMUCK, THRISSUR, KERALA - 680613

Location: BANGALORE

Dear MR. NAVANEETH PS

Sub: Relieving Letter

Ref: Deputed to ENPHASE SOLAR ENERGY PRIVATE LIMITED

This has reference to your letter dated **13/12/2022,** resigning from the services of the organization. Your resignation is accepted and you are relieved from the services of the organization with effect from the closing business hours of **14/12/2022,**after which, you are not authorized to represent the company or the client to whom you had been deputed to in any manner whatsoever.

We confirm that we have settled all the payments due to you as per the terms of employment by the company and as such nothing further by way of salary/incentive/reimbursement etc. is payable by the company to you as on **14/12/2022**

Please arrange to handover all the properties/records of the company and the client to whom you have been deputed which are in your possession. Please also handover the associate ID card, immediately to your manager.

Please acknowledge a copy of this letter for our records. We wish you good luck and a bright future.

Sincerely,

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

Received and Accepted:

Signature: **Date:**

Name: NAVANEETH PS

Talent Maximus Payroll Services

14/12/2022

EXPERIENCE CERTIFICATE

Associate Code	:	TMP/ENP/2223/0061
Associate Name	:	NAVANEETH PS
Designation	:	JR. ENGINEER - OPERATIONS (II)
Deputed to	:	ENPHASE SOLAR ENERGY PRIVATE LIMITED
Date of Joining	:	15/06/2022
Date of Leaving	:	14/12/2022
Reason for Leaving	:	Resignation

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

Received and Accepted:

Signature: **Date:**

Name: NAVANEETH PS

Talent Maximus Payroll Services

FULL AND FINAL SETTLEMENT

Employee Code	TMP/ENP/2223/0061
Employee Name	NAVANEETH PS
Residential Address	PALLIYIL HOUSE,PADIYAM,CHOORAKODU TEMPLE, KANDASSANKADVU P O KARAMUCK, THRISSUR, KERALA - 680613
Deputation to (Client Name)	ENPHASE SOLAR ENERGY PRIVATE LIMITED
Deputation Location	BANGALORE
Date of Joining	15/06/2022
Date of Leaving	**14/12/2022**
No. of days salary to be paid for **Dec'22**	Already processed with regular salary
No. of days' Notice period to be recovered	0
Gratuity Payment Eligibility	NO
Gratuity Amount	Rs.0/-
Net Salary (including gratuity, if applicable)	Rs.13888/-
Payment Status / Pay Mode	BANK TRANSFER
ICICI Cheque No. & Dated	NA

NOTE:

a. All claims/salary/reimbursement as applicable and payable to you by the company have been settled and no salaries / reimbursements / notice pay, or any further dues are payable by the company to you.

b. No further claim of any manner whatsoever will be made by you or entertained by the company.

We wish you all the best in your future endeavors!

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

Received and Accepted:

Signature: **Date:**

Name: NAVANEETH PS

Samko Industries Private Limited

E-mail : samkoindustries@gmail.com
Phone No. : 04651-234944

Date: 26/03/2022

MR SANJAY M

10/A-93, PLOT NO : 24
6TH Cross, Krishna Nagar,
Dharga, Hosur-635109.

Dear MR SANJAY M

Sub: Offer as TRAINEE - PRODUCTION ENGINEER

With reference to your application and subsequent interview you had with us, we are pleased to offer you appointment as **"TRAINEE - PRODUCTION ENGINEER"** based at "**CHIKABALLPUR**".

Your CTC Pay Rs.**24950/-**

Your Net Pay will be **20000/-(Rupees Twenty Thousand only)** per month.

You are requested to submit the joining documents as per the enclosure.

Your offer has been made based on information furnished by you. However if there is any discrepancy, we retain the right to review our offer of employment.

You will be required to give 3 month (90 days) notice in case you decide to leave our services.

You will be under training for 12 Months.

Detailed appointment letter will be issued on the joining date.

If all the terms and conditions are acceptable by you then please acknowledge by returning one copy of this letter duly signed.

We welcome you to our organization.

Yours sincerely,

FOR SAMKO INDUSTRIES Pvt Ltd

SAMKO INDUSTRIES PRIVATE LIMITED 562101

Authorized Signatory

Reference No.: Trainee/2021-22/IQS/1500-1326

Carl Zeiss India (Bangalore) Pvt. Ltd.
Regd. Office
Plot No. 3, Jigani Link Road
Bommasandra Industrial Area
Bangalore – 560 099, INDIA

Tel. 91-80-4343800
Fax 91-80-27833010
E-mail info.in@zeiss.com
Web www.zeiss.co.in

CIN: U33125KA2009PTC049465

Date: March 30, 2022

Sidharth P,
S/O Pran S Vadakara, Kudamaloor P O,
Aimanam, Kottayam, Kerala- 686017

Dear Sidharth,

Subject: Letter of offer for **Diploma Engineer Trainee**

Reference: (i) Your personal interview dated **March 21, 2021**

We are pleased to inform you that you have been selected as a "**Diploma Engineer Trainee**" with the Carl Zeiss India (Bangalore) Pvt. Ltd... Your Training will be governed by following terms and conditions including annexures to this letter:

1. Your Training will be in **Industrial Quality Solutions** Division of the Company.
2. You will be paid a monthly stipend of **Rs.22,500**/-. Applicable tax will be deducted at source as per Income Tax Act.
3. Your Training with us will be governed by terms and conditions referred in Annexure-A.
4. Your training will begin from **1st July 2022** and end on **30th June 2023**
5. Your current location of Training would be **Bangalore.**
6. Your Training Leader during the Training would be **Head of Operations IQS** based in **Bangalore.**
7. Please note that this offer letter does not constitute an offer of employment or commitment to offer employment with the Company to you in the future.
8. Please note that this offer is subject to submission of all the relevant documents.
9. Please read, understand and sign the duplicate copy of this letter in all pages (including annexure) and return to us as your consent and acceptance of all the terms and conditions.
10. You hereby consent that your engagement of Trainee will be terminated with immediate effect if any of the terms and conditions of this letter including annexure/s are not complied.

For Carl Zeiss India (Bangalore) Pvt. Ltd.

Raju G S Sujan
INSURAJU

Digitally signed by Raju G S Sujan
INSURAJU
Date: 2022.03.30 18:03:46 +05'30'

Sujan Raju
Head of Human Resources

31-03-2022

Enclosures:Annexure – A (Terms and Condition)

Annexure – B

Terms & conditions of employment with Carl Zeiss India (Bangalore) Private Limited (herein after referred as the Company or Carl Zeiss or Zeiss)

1. **Training, Duration & Hours of work**

   a. Traineeship ('Training') will be for a period of 12 months from **July 1st, 2022 to June 30th, 2023**.

   b. The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued engagement with the company is subject to your meeting the qualifying criteria till the end of the training. Company may extend the traineeship if required.

   c. You will be required to participate and engage for such days/hours as are necessary for the proper completion and discharge of your training assignment with the Company. The basic engagement hours are (subject to changes from time to time) 42.50 hours, from 8.30 am to 5.00 pm, Monday to Friday including a lunch break of half an hour. As and when necessary, you may be required to engage additional hours/days, as per the exigencies of training, for which no additional compensation or compensatory off will be permissible.

   d. You shall be eligible to avail of 15 days of paid leave as per the policy of the company on a proportionate basis in a calendar year.

2. **Code of conduct**

   a. In view of your training, you must effectively, diligently, and to the best of your ability perform all your responsibilities and ensure results. You shall devote your whole time and attention to the interest of the company and carry your assignments and expectations in program as assigned to you.
   b. You shall obey and comply with all the lawful orders and directions given to you by your trainers or other authorized officers of the company.
   c. You shall honestly and faithfully oblige the company and use your most endeavor to promote the interest of the company
   d. It is essentially expected of you to project and maintain exemplary conduct, ethics, morals befitting to the image of the company within as well as outside the organization.

3. **Compliance Obligations:**

   a. **Improper Payments**
   Always adhere to the highest standards of honesty and integrity in all contacts on behalf of the Company. Never offer or receive bribes, kickbacks, illegal political contributions, or other improper payments in cash or kind to any customer, government official, or third-party or vendor.

   b. **Privacy:**
   Never acquire, use or disclose any information in ways that are inconsistent with Company's privacy policies or with applicable privacy and data protection laws, regulations, and treaties.

   c. **Complying with Competition Laws:**
   Never propose or share or enter into any agreement with the Company's competitor to fix prices or

31-03-2022

resale prices, terms and conditions of sale, costs, profit margins, or other aspects of the competition for sales to third parties.

d. **Environment, Health & Safety:**
• Learn how to conduct your activities handle new products hazardous materials in compliance with all relevant environmental and worker health and safety laws and regulations and conduct your activities accordingly.
• Report to Company's management all spills of hazardous materials; any concern that Company's products are unsafe; and any potential violation of environmental, health, or safety laws, regulations, or company practices or requests to violate established.

e. **Fair Employment Practices:**
Extend equal opportunity, fair treatment, and a harassment-free work environment to all employees, co-workers, consultants and, other business associates without regard to their race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law.

4. Intellectual property

In connection with your traineeship and during the term of your training, you shall disclose and assign to Carl Zeiss as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the policy of the company concerning intellectual property.

5. Conflicts of Interest

(a) You are required to engage yourself exclusively in the work assigned by Carl Zeiss and shall not take up any independent or individual assignments (whether the same is part-time or full time, in the advisory capacity or otherwise) directly or indirectly without the expressed written consent of your supervisor.

(b) You shall ensure that you shall not directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Carl Zeiss.

(c) The conflict-of-interest policy also refers to the need on your part, during your traineeship and for a period of one year from the cessation of your training with Carl Zeiss (irrespective of the circumstances, of or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of Carl Zeiss to terminate their traineeship with Carl Zeiss or to accept training with any competitor, supplier, or any customer with whom you have a connection.

ii. Any customer or vendor of Carl Zeiss to move his existing business with Carl Zeiss to a third party or to terminate his business relationship with Carl Zeiss.

iii. Any existing employee to become associated with or perform services of any type for any third party.

6. Confidentiality

In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or disclose any such confidential information except as may be required under the obligation of law or as may be required by Carl Zeiss and in the course of your training program. This covenant

31-03-2022

shall ensure during your training program and for a period of one year from the cessation of your training program with Carl Zeiss (irrespective of the circumstances of or the reasons for the cessation).

7. **Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency in the Technical/Professional skills you have declared to possess as per the application and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your traineeship forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

Please note that you are required to inform us if there are any agreements/bonds, oral or written which, you have entered into and which may relate to or affect your commitments under this Agreement.

Your traineeship terms may be specifically enforced legally if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of the Agreement shall continue in full force and effect.

8. **Tax**

It is your responsibility to meet all requirements under the Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments made to you, according to this Assignment. Taxes on any payment made under this Assignment will be borne by you. The Company shall deduct tax at source (TDS) on any payment under this Assignment that requires such deduction to be made by the Company as per the Indian tax laws.

9. **Use of Company Resources**

You shall always maintain in good condition the Company's property which may be given to you for use during the course of your Assignment. You shall use the Company's resources only for official purposes. You shall return the same to the Company immediately upon your relinquishing your services failing which the Company will recover all associated costs of such material from you as per the existing policy.

10. **Unauthorized Software**

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to Company's computer systems/laptop, etc.

11. **Absence during the Training program**

Absence without approval by your Training Leader for a continuous period of 7 calendar days would make you lose your lien on the training program. In such a case, your training program shall automatically come to an end without any notice of termination.

Please confirm that the above terms are acceptable to you and that you accept the Offer and terms and conditions by signing a copy of the offer letter.

31-03-2022

12. Notice Period

This contract of Traineeship is terminable, by either party by giving one month written notice during the training period. The Company reserves the right to pay or recover the compensation and other payment in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may be deemed fit even prior to the expiry of the notice period. However, if the management desires the Trainee to continue the training during the notice period the Trainee shall do so.

The Company may terminate this contract of Traineeship hereunder at any time for Cause. For purpose of this Agreement, "Cause" means the occurrence of any of the following events, as determined by the Company

a. Unsatisfactory performance during the training period.
b. the breach or non-observance of any of the terms of this Agreement or the Company's procedures and policies.

13. Acceptance:

I, **Mr. Sidharth P,** have read the above terms and conditions of the Traineeship and understood and I further agreed to abide with the same. I hereby affix my signature as a token of acceptance.

Name in full : SIDHARTH P

Address : Vedakeva (H)
Kudamaloor PO
Kottayam, Kerala

Signature : Sidharth

Date : 31-03-2022

Reference No.: Trainee/2021-22/IQS/1500-1409

Carl Zeiss India (Bangalore) Pvt. Ltd.
Regd. Office
Plot No. 3, Jigani Link Road
Bommasandra Industrial Area
Bangalore – 560 099, INDIA

Tel. : 91-80-4343800
Fax. : 91-80-27833010
E-mail : info.in@zeiss.com
Web : www.zeiss.co.in

CIN: U33125KA2009PTC049465

May 31, 2022

Vishnu M Nair,
Koliyat House, Near Service Co-Operative Bank,
Ramnathally, Payyanur, Kannur(dis), Kerala- 670308

Dear ss,

Subject: Letter of offer for **Diploma Engineer Trainee**

Reference: (i) Your personal interview dated **May 29, 2021**

We are pleased to inform you that you have been selected as a "**Diploma Engineer Trainee**" with the Carl Zeiss India (Bangalore) Pvt. Ltd**..** Your Training will be governed by following terms and conditions including annexures to this letter:

1. Your Training will be in **Industrial Quality Solutions** Division of the Company.
2. You will be paid a monthly stipend of **Rs.22,500**/-. Applicable tax will be deducted at source as per Income Tax Act.
3. Your Training with us will be governed by terms and conditions referred in Annexure-A.
4. Your training will begin from **June 6, 2022** and end on **June 5, 2023**
5. Your current location of Training would be **Bangalore.**
6. Your Training Leader during the Training would be **Head of Operations IQS** based in **Bangalore.**
7. Please note that this offer letter does not constitute an offer of employment or commitment to offer employment with the Company to you in the future.
8. Please note that this offer is subject to submission of all the relevant documents.
9. Please read, understand and sign the duplicate copy of this letter in all pages (including annexure) and return to us as your consent and acceptance of all the terms and conditions.
10. You hereby consent that your engagement of Trainee will be terminated with immediate effect if any of the terms and conditions of this letter including annexure/s are not complied.

For Carl Zeiss India (Bangalore) Pvt. Ltd.

Raju G S Sujan
INSURAJU

Digitally signed by Raju G S Sujan
INSURAJU
Date: 2022.06.01 07:43:45 +05'30'

Sujan Raju
Head of Human Resources

Enclosures: Annexure – A (Terms and Condition)

Annexure – B

Terms & conditions of employment with Carl Zeiss India (Bangalore) Private Limited (herein after referred as the Company or Carl Zeiss or Zeiss)

1. **Training, Duration & Hours of work**

   a. Traineeship ('Training') will be for a period of 12 months from **June 6, 2022 to June 5, 2023**.

   b. The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued engagement with the company is subject to your meeting the qualifying criteria till the end of the training. Company may extend the traineeship if required.

   c. You will be required to participate and engage for such days/hours as are necessary for the proper completion and discharge of your training assignment with the Company. The basic engagement hours are (subject to changes from time to time) 42.50 hours, from 8.30 am to 5.00 pm, Monday to Friday including a lunch break of half an hour. As and when necessary, you may be required to engage additional hours/days, as per the exigencies of training, for which no additional compensation or compensatory off will be permissible.

   d. You shall be eligible to avail of 15 days of paid leave as per the policy of the company on a proportionate basis in a calendar year.

2. **Code of conduct**

   a. In view of your training, you must effectively, diligently, and to the best of your ability perform all your responsibilities and ensure results. You shall devote your whole time and attention to the interest of the company and carry your assignments and expectations in program as assigned to you.
   b. You shall obey and comply with all the lawful orders and directions given to you by your trainers or other authorized officers of the company.
   c. You shall honestly and faithfully oblige the company and use your most endeavor to promote the interest of the company
   d. It is essentially expected of you to project and maintain exemplary conduct, ethics, morals befitting to the image of the company within as well as outside the organization.

3. **Compliance Obligations:**

   a. Improper Payments
   Always adhere to the highest standards of honesty and integrity in all contacts on behalf of the Company. Never offer or receive bribes, kickbacks, illegal political contributions, or other improper payments in cash or kind to any customer, government official, or third-party or vendor.

   b. Privacy:
   Never acquire, use or disclose any information in ways that are inconsistent with Company's privacy policies or with applicable privacy and data protection laws, regulations, and treaties.

   c. Complying with Competition Laws:
   Never propose or share or enter into any agreement with the Company's competitor to fix prices or resale prices, terms and conditions of sale, costs, profit margins, or other aspects of the competition

for sales to third parties.

d. Environment, Health & Safety:

• Learn how to conduct your activities handle new products hazardous materials in compliance with all relevant environmental and worker health and safety laws and regulations and conduct your activities accordingly.

• Report to Company's management all spills of hazardous materials; any concern that Company's products are unsafe; and any potential violation of environmental, health, or safety laws, regulations, or company practices or requests to violate established.

e. Fair Employment Practices:

Extend equal opportunity, fair treatment, and a harassment-free work environment to all employees, co-workers, consultants and, other business associates without regard to their race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law.

4. Intellectual property

In connection with your traineeship and during the term of your training, you shall disclose and assign to Carl Zeiss as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the policy of the company concerning intellectual property.

5. Conflicts of Interest

(a) You are required to engage yourself exclusively in the work assigned by Carl Zeiss and shall not take up any independent or individual assignments (whether the same is part-time or full time, in the advisory capacity or otherwise) directly or indirectly without the expressed written consent of your supervisor.

(b) You shall ensure that you shall not directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Carl Zeiss.

(c) The conflict-of-interest policy also refers to the need on your part, during your traineeship and for a period of one year from the cessation of your training with Carl Zeiss (irrespective of the circumstances, of or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of Carl Zeiss to terminate their traineeship with Carl Zeiss or to accept training with any competitor, supplier, or any customer with whom you have a connection.

ii. Any customer or vendor of Carl Zeiss to move his existing business with Carl Zeiss to a third party or to terminate his business relationship with Carl Zeiss.

iii. Any existing employee to become associated with or perform services of any type for any third party.

6. Confidentiality

In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or disclose any such confidential information except as may be required under the obligation of law or as may be required by Carl Zeiss and in the course of your training program. This covenant shall ensure during your training program and for a period of one year from the cessation of your

training program with Carl Zeiss (irrespective of the circumstances of or the reasons for the cessation).

7. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency in the Technical/Professional skills you have declared to possess as per the application and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your traineeship forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

Please note that you are required to inform us if there are any agreements/bonds, oral or written which, you have entered into and which may relate to or affect your commitments under this Agreement.

Your traineeship terms may be specifically enforced legally if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of the Agreement shall continue in full force and effect.

8. Tax

It is your responsibility to meet all requirements under the Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments made to you, according to this Assignment. Taxes on any payment made under this Assignment will be borne by you. The Company shall deduct tax at source (TDS) on any payment under this Assignment that requires such deduction to be made by the Company as per the Indian tax laws.

9. Use of Company Resources

You shall always maintain in good condition the Company's property which may be given to you for use during the course of your Assignment. You shall use the Company's resources only for official purposes. You shall return the same to the Company immediately upon your relinquishing your services failing which the Company will recover all associated costs of such material from you as per the existing policy.

10. Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to Company's computer systems/laptop, etc.

11. Absence during the Training program

Absence without approval by your Training Leader for a continuous period of 7 calendar days would make you lose your lien on the training program. In such a case, your training program shall automatically come to an end without any notice of termination.

Please confirm that the above terms are acceptable to you and that you accept the Offer and terms and conditions by signing a copy of the offer letter.

12. Notice Period

This contract of Traineeship is terminable, by either party by giving one month written notice during the training period. The Company reserves the right to pay or recover the compensation and other payment in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may be deemed fit even prior to the expiry of the notice period. However, if the management desires the Trainee to continue the training during the notice period the Trainee shall do so.

The Company may terminate this contract of Traineeship hereunder at any time for Cause. For purpose of this Agreement, "Cause" means the occurrence of any of the following events, as determined by the Company:

a. Unsatisfactory performance during the training period.
b. the breach or non-observance of any of the terms of this Agreement or the Company's procedures and policies.

13. Acceptance:

I, **Mr. Vishnu M Nair,** have read the above terms and conditions of the Traineeship and understood and I further agreed to abide with the same. I hereby affix my signature as a token of acceptance.

Name in full :

Signature :……

Address :

Date :

Plot No. 21-E-2, 2nd Phase, Peenya Industrial Area, Bengaluru – 560058, Karnataka, India

Employee Name	G YASHVANTH	**EPF UAN No**	101860689169
Employee Code	GTR05	**Location**	PEENYA
Department		**Bank Name**	
Designation	TRAINEE	**Bank Account No**	881039084804
OT Hours	15	**LOP Days**	3
Present Days	22	**Total Days**	31

Payslip for January - 2023

Particulars	Actual	Earnings	Particulars	Deductions
Basic + DA	15000.00	13548.00	Provident Fund	1626.00
HRA	2000.00	1806.00	Professional Tax	200.00
Conveyance Allowance	0.00	0.00	ESIC	164.00
Special Allowance	0.00	0.00	Income Tax/TDS	0.00
Variable T.O/ Performance Allowance	0.00	0.00	Salary Advance	0.00
Grade Allowance	0.00	0.00	Other Deduction	0.00
Attendance Bonus	0.00	0.00	Labour Welfare Fund	0.00
Overtime	0.00	2125.00	VPF	0.00
Performance Incentive	0.00	4392.00		
Other Allowance	0.00	0.00		
Gross Earnings	**17000.00**	**21871.00**	**Gross Deductions**	**1990.00**

Net Pay	**19881.00**

Leave Details:

Particulars	Op. Balance	Utilized	Balance
EL	**0**	**0**	**0**
CL	**4**	**0**	**4**
SL	**4**	**0**	**4**

This is a system-generated Payslip and does not require any seal or signature.

TYCHE CAST TECH PRIVATE LIMITED

CIN : U36912AP2016PTC098558

Offer Letter

09th June, 2022

To
Arathi M.K – Placement Officer
NTTF(Nettur Technical Training Foundation),
#40/40A, Electronic City
Hosur Road, Bengaluru - 560058

we are glad to inform you that, the below 04 students have been selected for the Post of Diploma Engineer **Trainee – Maintenance Department** in our organization. They have joined the duties in our organization before **20th July 2022**. We will issue their appointment letter at the time of their joining with us. We thank you very much for your kind co-operation.
Enclosed: Annexure – A (C.T.C Format)

Selected list of students

Token No	Name of the Student	Token No.	Name of the Student
NEC1519046	DURAIVEL.R	NEC1519095	SHIVA. M
NEC1519187	RISHI. S	NEC1519181	THANVEER AHAMAD

At the time of Joining you are supposed to bring the following documents.

1. Self attested copy of your testimonials in support of your age & qualifications.
2. Residential address proof.
3. Copy of PAN number and Aadhaar card.
4. Three copies of passport size photograph.
5. Latest postcard size photographs of family 2 Nos (Group photo - self, father and mother)
6. Copy of Bank passbook or Cheque

Job Location Address: M/s. Tyche Cast Tech Pvt.Ltd Plat No. 13D & 13E, Industrial Park, Mambattu, Phase -1 Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401.

We look forward to welcome you to EQIC family as new member soon.

Thanking You,

Yours truly,
For Tyche Cast Tech Pvt. Ltd.,

P.V. Subba Rao,
Managing Director

Corp. Office : No. 9 & 10B, Phase IV Extn., I.D.A. Jeedimetla, Hyderabad-500 055. Telangana, India.
Phone : 040-44567959/992, E-mail : finance@eqicindia.com, kris@eqicindia.com
Regd. Off. & Works : Plot No.13D & 13E, Industrial Park, Mambattu, Phase-I, Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401. Phone : 08623-97555 E-mail : pvsrao@casttechindia.com, Website: www.casttechindia.com

TYCHE CAST TECH PRIVATE LIMITED

CIN : U36912AP2016PTC098558

Annexure - A (C.T.C Salary)

	M/s Tyche Cast Tech Pvt Ltd. Plat No. 13D & 13E, Industrial Park, Mambattu, Phase -1 Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401.		
Employee Name :	**XYZ**	Designation :	**D.E.T**
Division :	**UNIT - 1**	Department :	**MAINTENANCE**
Salary Components		C.T.C Salary (Monthly)	C.T.C Salary (Yearly)
1. Gross Salary			
a. Basic		9000	108000
b. H.R.A		6300	75600
c. Conveyance		1800	21600
d. Washing Allowance		900	10800
e. Attendance Bonus(if 26 days present)		500	6000
Total Gross Salary		**18500**	**222000**
2. Deductions			
a. PF(Employee Share)		1080	12960
b. ESI (Employee Share)		139	1668
c. PT		150	1800
Total Deductions		1369	16428
Net Salary (Take Home)		**17131**	**205572**
3. Other Allowances			
a. Provident Fund (Employer Share)		1080	12960
b. ESI (Employer Share)		602	7224
c. Yearly Bonus		1400	16800
d. Yearly performance Bonus		0	36000
e. Gratuity (If service completed more than five years only)		433	5192
Total Other Allowances		3515	78176
C.T.C Salary		**22015**	**300176**

TYCHE CAST TECH PRIVATE LIMITED

CIN : U36912AP2016PTC098558

Offer Letter

09th June, 2022

To
Arathi M.K – Placement Officer
NTTF(Nettur Technical Training Foundation),
#40/40A, Electronic City
Hosur Road, Bengaluru - 560058

we are glad to inform you that, the below 04 students have been selected for the Post of Diploma Engineer **Trainee – Maintenance Department** in our organization. They have joined the duties in our organization before **20th July 2022**. We will issue their appointment letter at the time of their joining with us. We thank you very much for your kind co-operation.
Enclosed: Annexure – A (C.T.C Format)

Selected list of students

Token No	Name of the Student	Token No.	Name of the Student
NEC1519046	DURAIVEL.R	NEC1519095	SHIVA. M
NEC1519187	RISHI. S	NEC1519181	THANVEER AHAMAD

At the time of Joining you are supposed to bring the following documents.

1. Self attested copy of your testimonials in support of your age & qualifications.
2. Residential address proof.
3. Copy of PAN number and Aadhaar card.
4. Three copies of passport size photograph.
5. Latest postcard size photographs of family 2 Nos (Group photo - self, father and mother)
6. Copy of Bank passbook or Cheque

Job Location Address: M/s. Tyche Cast Tech Pvt.Ltd Plat No. 13D & 13E, Industrial Park, Mambattu, Phase -1 Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401.

We look forward to welcome you to EQIC family as new member soon.

Thanking You,

Yours truly,
For Tyche Cast Tech Pvt. Ltd.,

P.V. Subba Rao,
Managing Director

Corp. Office : No. 9 & 10B, Phase IV Extn., I.D.A. Jeedimetla, Hyderabad-500 055. Telangana, India.
Phone : 040-44567959/992, E-mail : finance@eqicindia.com, kris@eqicindia.com
Regd. Off. & Works : Plot No.13D & 13E, Industrial Park, Mambattu, Phase-I, Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401. Phone : 08623-97555 E-mail : pvsrao@casttechindia.com, Website: www.casttechindia.com

TYCHE CAST TECH PRIVATE LIMITED

CIN : U36912AP2016PTC098558

Annexure - A (C.T.C Salary)

	M/s Tyche Cast Tech Pvt Ltd. Plat No. 13D & 13E, Industrial Park, Mambattu, Phase -1 Kadaluru Village, Tada Mandal, SPSR Nellore, Andhra Pradesh - 524401.		
Employee Name :	**XYZ**	Designation :	**D.E.T**
Division :	**UNIT - 1**	Department :	**MAINTENANCE**
Salary Components		C.T.C Salary (Monthly)	C.T.C Salary (Yearly)
1. Gross Salary			
a. Basic		9000	108000
b. H.R.A		6300	75600
c. Conveyance		1800	21600
d. Washing Allowance		900	10800
e. Attendance Bonus(if 26 days present)		500	6000
Total Gross Salary		**18500**	**222000**
2. Deductions			
a. PF(Employee Share)		1080	12960
b. ESI (Employee Share)		139	1668
c. PT		150	1800
Total Deductions		1369	16428
Net Salary (Take Home)		**17131**	**205572**
3. Other Allowances			
a. Provident Fund (Employer Share)		1080	12960
b. ESI (Employer Share)		602	7224
c. Yearly Bonus		1400	16800
d. Yearly performance Bonus		0	36000
e. Gratuity (If service completed more than five years only)		433	5192
Total Other Allowances		3515	78176
C.T.C Salary		**22015**	**300176**

ADITYA BIRLA

HINDALCO

Date: 06th September 2022

Dear Mr. Adhit Narayanan,

Sub: Letter of Intent

We are happy to offer you a position of "Diploma Engineer Trainee" at Hindalco Industries Ltd (hereinafter "the Company").

Your **Cost to Company (CTC)** upon joining will be Rs. 3,05,000/- p.a. (Rupees Three Lakh Five Thousand per annum) all inclusive. You may find the detailed break-up of the same in Annexure II.

Your training and probation will be for a period of 12 months, 6 months of training followed by probation of 6 months. Upon successful completion of this period, you will be confirmed as "Junior Engineer" in Band 14 of the Company. Please note the Company reserves the right to extend, curtail or terminate your training any time without assigning any reason thereof.

Please sign a copy of this letter as your acceptance of the offer and return the same to us (Please go through the terms & conditions in **Annexure I**)

A detailed appointment letter will be issued to you at the time of joining.

We look forward to welcoming you in our organization and wish you the best.

Regards,
For Hindalco Industries Ltd

Parmod Kulhar
Unit HR Head

I have read, understood and hereby accept the terms and conditions of this letter. No information, data, fact or any such material regarding my qualifications, credentials or personal records has been concealed or misrepresented. I am fully aware in case, the above comes to the knowledge of the Company; it will have full right to take strict disciplinary action including dismissal from the services of the organization.

Date: Signature of Candidate:

ADITYA BIRLA

HINDALCO

Annexure I

TERMS & CONDITIONS:

- This offer is however subject to your being found medically/physically/mentally fit by our Hospital / Company authorized Hospitals / Medical centers. You should not be color blind, be hearing impaired or have myopia. The power of spectacles used should not exceed -/+ 6, as the same will make you disqualified from joining the Company.

- This offer is subject to your completing your Diploma, and obtaining a minimum aggregate of 60% marks or 6.0 CGPA. In the case you are not able to Pass Diploma in the exams conducted during year 2022, you will be summarily discontinued from the training and your Services will be terminated forthwith.

  You are expected to join on 1st **October 2022.**

- Post the Induction process; you will be placed **at the Khanvel, Silvassa location** of the Company you have been hired for.

- Kindly note that DETs have to abide by the Company's **Code of Conduct,** any deviation from that will invite strict disciplinary action.

- Please bring all original and attested photocopies of all certificates, fitness certificate from Govt. Medical practitioner and testimonials in support of your qualifications and other details, a copy of recent bio-data and 5 passport size color photographs, at the time of Joining.

Mr. Prajwal C R
S/o, Ramesh G K
Ward No. 13,
Bagur Road,
Gooranahalli Badavane,
Channarayapatna Taluk,
Hassan Dist,
Karnataka – 573116

Date: 21.07.2022

Sub: Offer letter/Appointment Letter,

Ref: Your application-dated 04/07/2022

Dear Mr. Prajwal C R,

Further to your above referred application, interview and discussions you had with us, we are pleased to inform you that you have been selected for **"GAT- Application Engineer"** on a monthly Stipend of Rs. 18,000/- P.M. (Eighteen thousand only).

As discussed, and mutually agreed initially, you will be on a training period of 12 months. After completion of 12 months of your training period, based on your overall performance, you will be absorbed in our company rolls as per the company norms.

Kindly report to the duty on or before 22/07/2022.

Before reporting to the duty, kindly submit the following documents: -

1. Adhaar Card
2. PAN Card.
3. Driving License
4. Medical Fitness Certificate by Registered Doctor.
5. Bank Details (Kotak Mahindra Bank preferred).
6. Attested Educational Certificates.
7. DD or Cheque equivalent to 1st month of his/her Salary as a security deposit (will be returned back after completion of 2 years period).
8. Non-disclosure Agreement (to be executed after reporting)
9. 2 prominent References (Govt service / Big company)
   1. Relative 2. Friend

On receipt of this communication, we wish you to confirm your acceptance of this offer per return email / post.

Thanking you with regards

For SPM INDIA LTD,
For SPM INDIA LTD

Authorized Signatory
Authorized Signatory

GSTIN: 29AAFCI0459P2ZY

CIN No.: U29200KA2018PTC118006

INNOMECH

INNOMECH AEROSPACE TOOLINGS PRIVATE LIMITED

(Wholly Owned Subsidiary of Unimech Aerospace & Manufacturing Pvt Ltd)

Plot No .3, Sy No. 21-P, Aerospace SEZ Sector, Hitech Defence and Aerospace Park, Kavadadasanahalli, Channarayapattana Hobli, Devanahalli, Bengaluru, Bengaluru (Bangalore) Urban, Karnataka-562110.
Telephone Number: +91 6366841496, E-mail: accounts@innomechaerospace.com

02.05.2022

Praveen Kumar S
Nettur Technical Training Foundation
Peenya, Bangalore

Subject: Internship Offer

Dear Praveen Kumar S,

We would like to congratulate you on being selected for internship with **InnoMech Aerospace and Manufacturing Pvt. Ltd** Based at **Devanahalli, Bangalore.** Your internship is scheduled to be effective from **02nd May 2022** for a period of **3 months**.

Stipend: You will be paid a stipend of **16,000 INR per month (Sixteen Thousand only)** during the period of your internship.

Place/Transfer: Your present place of work will be at Devanahalli, but during the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Confirmation: Based on your performance your services will be confirmed with the company. During this period your services can be terminated with Fifteen Days' notice on either side and without any reasons whatsoever.

Absence for a continuous period of Seven Days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

Lee Spring Company India Pvt. Ltd.

Plot No 182, Bommasandra Industrial Area, Hosur Main Road, Bommasandra, Bangalore– 560099

India • USA • UK • Mexico • China • Germany

01st Aug 2022

LEE-A-09/2022

Vignesh Suresh

Aadhar: 4240 9590 4291

LETTER OF APPOINTMENT

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as **Application Engineer** in our organization with effect from **1st Aug 2022,** subject to the following terms & conditions.

Your employment is governed by the current and future HR policies of the Company. The Company reserves the right to revise/ modify any / all of the terms of your employment and your emoluments.

This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

1. PLACE OF WORK

Your place of work will be Lee Spring Company India Pvt. Ltd., Plot No 182, Hosur Road, Bommasandra Industrial Area, Bommasandra, Bengaluru 560099. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries or associates, if, as and when required.

2. EMOLUMENTS

Your total compensation (Cost to the Company) will be **Rs. 2,40,000.00 (Rupees Two Lakh Forty Thousand only)** per annum. The breakup of emoluments is annexed herewith. This will attract mandatory deductions for taxes and any other deductions as are required by the terms of your employment. Your individual tax liability to the extent required by the Income Tax Act and all other applicable laws will solely be your responsibility.

3. REPORTING

You would be reporting to the company **Manager-Engineering**, at the time of joining the company.

4. PROBATION

You will be placed on probation for a period of Six months from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.

5. REVIEWS

Performance reviews will be done on a half yearly basis with the first one at the end of six months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. Generally salary reviews would be done once every year.

Lee Spring Company India Private Limited Bangalore

CIN No. : U28910KA2012FTC065049

pring.com • india-sales@leespring.com • Tel +91 (80) 4937 6666 • Fax +91 (80) 4937 6699

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr ABHIJITH SASINDRAN,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited

Karthik Panchapakesan

Deputy General Manager – HRD

Accepting the Provisional Offer

ABHIJITH SASINDRAN

Date:

08-Feb-2022

08.02.2022		
CTC Structure		
Name : Mr ABHIJITH SASINDRAN		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Talent Maximus Payroll Services

TMP/ENP/2223/0061 DATE: 10/06/2022

Dear MR.BALAJI G

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: BALAJI G

Talent Maximus Payroll Services

ANNEXURE I

BALAJI G
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: BALAJI G

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Miss CHILLA ,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



Karthik Panchapakesan
Deputy General Manager – HRD

Accepting the Provisional Offer

CHILLA MOUNIKA
Date:

08-Feb-2022

08.02.2022		
CTC Structure		
Name : Mr CHILLA MOUNIKA		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Classification: **Public**

Date:31-05-2022
Name: CHINTHA SAI CHANDRA SEKHAR

Subject : Offer of Training

Dear Mr. CHINTHA SAI CHANDRA SEKHAR,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the company in writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr CLINT AUGUSTINE,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



Karthik Panchapakesan

Deputy General Manager – HRD

Accepting the Provisional Offer

CLINT AUGUSTINE

Date:

08-Feb-2022

08.02.2022		
CTC Structure		
Name : Mr CLINT AUGUSTINE		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Date:31-05-2022
Name: DAKSHAYINI M

Subject : Offer of Training

Dear Mr. DAKSHAYINI M,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the company in writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 124249

Letter of Intent ("LOI")

Dear EESARLA PHANINDRA BABU,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

EESARLA
PHANINDRA
BABU
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr GOPIKRISHNAN P,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



Karthik Panchapakesan

Deputy General Manager – HRD

Accepting the Provisional Offer

GOPIKRISHNAN P

Date:

08Feb-2022

08.02.2022		
CTC Structure		
Name : Mr GOPIKRISHNAN P		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Classification: **Public**

Talent Maximus Payroll Services

TMP/ENP/2223/0081 DATE: 10/06/2022

Dear MR.GURU PRASAD D

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: GURU PRASAD D

Talent Maximus Payroll Services

ANNEXURE I

GURU PRASAD D
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: GURU PRASAD
D

Date:31-05-2022
Name: JAMES FRANCIS

Subject : Offer of Training

Dear Mr. JAMES FRANCIS,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the companyin writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same



APPOINTMENT LETTER

January 18, 2022

Dear KOSURU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I KOSURU BABU RAO, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KOSURU BABU RAO

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** KOSURU BABU RAO 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242840

Letter of Intent ("LOI")

Dear R. SHREYAS,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

R. SHREYAS
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Talent Maximus Payroll Services

TMP/ENP/2223/0115 DATE: 10/06/2022

Dear MR.ROHITH PRAKASH

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: ROHITH PRAKASH

Talent Maximus Payroll Services

ANNEXURE I

ROHITH PRAKASH
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: ROHITH
PRAKASH

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr SAJIN SANTOSH,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited

Karthik Panchapakesan

Deputy General Manager – HRD

Accepting the Provisional Offer

SAJIN SANTOSH

Date:

08Feb-2022

-

08.02.2022		
CTC Structure		
Name : Mr SAJIN SANTOSH		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Classification: **Public**

Talent Maximus Payroll Services

TMP/ENP/2223/0085 DATE: 10/06/2022

Dear MR.SANJEEV J

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: SANJEEV J

Talent Maximus Payroll Services

ANNEXURE I

SANJEEV J
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: SANJEEV J

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242850

Letter of Intent ("LOI")

Dear SREYA SREEKUMAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

SREYA
SREEKUMAR
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Date:31-05-2022
Name: SUHEEL PASHA T A

Subject : Offer of Training

Dear Mr. SUHEEL PASHA T A,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the companyin writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

APPOINTMENT LETTER

January 18, 2022

Dear

TEJASWINI,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I TEJASWINI B, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: TEJASWINI B

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** TEJASWINI B 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242838

Letter of Intent ("LOI")

Dear TELLURI RAVINDRA REDDY,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

TELLURI
RAVINDRA
REDDY
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature



APPOINTMENT LETTER

January 18, 2022

Dear VINTA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I VINTA YUVAKISHORE REDDY, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: VINTA YUVAKISHORE REDDY

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** VINTA YUVAKISHORE REDDY 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Talent Maximus Payroll Services

TMP/ENP/2223/0095 DATE: 10/06/2022

Dear MR.ARAVINDRAJ T

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: ARAVINDRAJ T

Talent Maximus Payroll Services

ANNEXURE I

ARAVINDRAJ T
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: ARAVINDRAJ T

Date:31-05-2022
Name: DHAKSHANAMOORTHY S

Subject : Offer of Training

Dear Mr. DHAKSHANAMOORTHY S,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the companyin writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same



APPOINTMENT LETTER

January 18, 2022

Dear KESAVAN,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I KESAVAN E, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KESAVAN E

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** KESAVAN E 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Date:31-05-2022
Name: RUPESH O K

Subject : Offer of Training

Dear Mr. RUPESH O K,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the companyin writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same



APPOINTMENT LETTER

January 18, 2022

Dear SRIRAM,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company’s discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SRIRAM R, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SRIRAM R

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

   The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** SRIRAM R 18/1/2022 6:29 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22766845

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242828

Letter of Intent ("LOI")

Dear THAVIDHU S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

THAVIDHU S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr VARUN J,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited



Karthik Panchapakesan
Deputy General Manager – HRD

Accepting the Provisional Offer

VARUN J BABANAGAR
Date:

08-Feb-2022

08.02.2022		
CTC Structure		
Name : Mr VARUN J BABANAGAR		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Classification: **Public**

Talent Maximus Payroll Services

TMP/ENP/2223/0099 DATE: 10/06/2022

Dear MR.ADHIT NARAYANAN

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: ADHIT NARAYANAN

Talent Maximus Payroll Services

ANNEXURE I

ADHIT NARAYANAN
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: ADHIT
NARAYANAN

TVS MOTOR COMPANY
TVS Motor Company Limited, P.B. No. 4, Harita, Hosur - 635 109, Tamil Nadu, India.
Telephone : +91-4344-276780

08 February 2022

Dear Mr AKSHAY R PANI,

We are pleased to extend you a Provisional Offer Letter for the position Diploma Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.

2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.

3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy.

4. This Provisional Offer cannot be considered as final offer or offer of appointment.

If you are agreeable to the above terms, please send us the duplicate copy of this Provisional Offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the Provisional Offer will become invalid.

Detailed final offer/ appointment letter would be sent to you once you fulfil above mentioned documentation and other employment conditions as per Company Policy.

Thanking you,

Yours sincerely,
for TVS Motor Company Limited

Karthik Panchapakesan

Deputy General Manager – HRD

Accepting the Provisional Offer

AKSHAY R PANI

Date:

08Feb-2022

-

08.02.2022		
CTC Structure		
Name : Mr AKSHAY R PANI		
Components	**Per month (in Rs)**	**Per annum (in Rs)**
A) Monthly components		
Stipend	14,100	
House Rent Allowance	7,050	
Uniform Maintenance Allowance	4,000	
Communication Allowance	1,192	
Sub Total	**26,342**	**3,16,104**
B) Annual components		
Exgratia / Bonus		33,840
Sub Total		**33,840**
C) Retiral benefits		
Provident Fund		21,600
Gratuity		8,460
Sub Total		**30,060**
Annual CTC (A+B+C)		**3,80,004**



Classification: **Public**

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242818

Letter of Intent ("LOI")

Dear M SUDARSHAN,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

M SUDARSHAN
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Date:31-05-2022
Name: RAVINDRA S

Subject : Offer of Training

Dear Mr. RAVINDRA S,

We are pleased to appoint you as **"Graduate Engineer Trainee (Level-IV-B)"** effective from 11-06-2022 on the following terms and conditions:

1. Your initial training will be for a period of one year from 11-06-2022 to 10-06-2023

2. Your salary and perquisites shall be as follows :

   - Basic : 17824/-
   - H. R. A. : 30% of the basic salary per month
   - PF(Employer's Share) : 12%of Basic Salary(As per law)
   - Conveyance Allowance : 800/-(Rs Eight Hundred only)
   - Medical Allowance : 250/-(Rs Two Hundred & Fifty only)
   - Special Allowance : 100/-(Rs One Hundred only)

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person / persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 7 days per annum and sick leave of 7 days per annum and earned leaves of 15 days per annum. The modalities of computation of the above leave would be as per company's rules.

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the companyin writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,
For **Minda Corporation Limited**
(Interior Plastic Division)

Abhisek Sarangi
(Head- Human Resource)

_____
(Signature)

I have carefully read the terms & conditions of the training and hereby confirm my acceptance of the same

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1242718

Letter of Intent ("LOI")

Dear SUHAS S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1242708**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1242708**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1242708**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

SUHAS S
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Talent Maximus Payroll Services

TMP/ENP/2223/0111 DATE: 10/06/2022

Dear MR.SUMANTH G C MAALIGE

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: SUMANTH G C MAALIGE

Talent Maximus Payroll Services

ANNEXURE I

SUMANTH G C
MAALIGE
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: SUMANTH G C
MAALIGE

Talent Maximus Payroll Services

TMP/ENP/2223/0105 DATE: 10/06/2022

Dear MR.SUMERU KISHOR

Sub: Limited Term Employment Agreement

Based on your application we are pleased to offer you a limited term employment in our organization as an JR. ENGINEER - OPERATIONS (I) on the following terms and conditions.

A. Validity

We (TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED) have entered a contract to provide service with ENPHASE SOLAR ENERGY PRIVATE LIMITED. The Contract with our Client is for a period of Six Months commencing from 15/06/2022 and ending 14/12/2022 . Extension of your tenure will be purely based on your performance. You are being recruited for the purposes of providing services pursuant to the contract entered with the Client.

B. Compensation & Statutory Deduction

1. You will be compensated for your employment as per the details provided in the Annexure I.

2. You will be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable to you

3. You will be covered under the Company's Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable to your level.

4. Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

C. Deputation / Transfer

1. During the limited term employment, you would be required to work in any location of the client or its subsidiaries or group companies from time to time.

D. Rules

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from your supervisors and will undertake to abide by any suggestions etc., given by any assigned person(s).

2. You shall also abide to undergo any training that may be offered to you by the Client during the tenure of this agreement.

3. You would be following the working hours of the Client.

4. Leave policy as per the details provided in the handbook

5. You are expected to always maintain the highest standards of ethics and acceptable behavior and at all times during your employment and deputation, strictly abide by the Laws of India.

E. Nondisclosure

You will not at any time use or disclose to anyone other than authorized officers of the Company information or knowledge relating to the Company's business or any Company proprietary information, technical data, patents, copyright, trade secrets or know-how, including but not limited to research, product plans, products, services, software, codes, programs, algorithms or markets, software, developments, inventions, processed, apparatus, equipment, formulae, technology, designs, , specifications, drawings, engineering, hardware configuration information, financial, administrative and or organization matters or any transaction or affairs of the Company like procurement requirements ,purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans, or any Information pertaining to the clients, customers, suppliers or agents, of the company obtained by you while in the employment of the Company(the" Confidential Information").

You shall also not disclose any such Confidential Information as mentioned above pertaining to the Company, which shall not be generally known to the public or recognized as standard practices and on leaving the Company, shall not take with yourself the confidential Information belonging to the company without its consent. The confidentiality obligations mentioned under this section shall survive the termination of this Agreement, howsoever occasioned.

All record, notes, compilations, or other recorded matter, and copies or reproductions thereof, relating to the Company's operations, activities, or business, made or received by you during any period of employment with the Company are and shall be the property of the Company exclusively, and you shall surrender the same at the time of your resignation or termination of employment. You agree and recognize and agree that all works, ideas, inventions, enhancements, plans, writings, papers, programs, improvements, records, data, e-mail address book including contact details, notes, drawings, files, documents, samples, devices, products, equipment, and

other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company that you possesses or creates (the "Inventions") conceived by you, alone or with others, during the term of your employment, whether or not during working hours, that are within the scope of the Company's business operations or that relate to any of the Company's work or Projects are the sole and exclusive property of the Company.

You further agree that you will promptly disclose all Inventions to the Company and hereby assign to the Company all present and future rights you may have in those Inventions, including without limitation those relating to patent, copyright, trademark or trade secrets. At the request of and without charge to the Company (except for any associated, reasonable and out – of – pocket expense of yours which Company will pay), You will do all things deemed by the Company to be reasonably necessary to perfect the title to the Inventions in the Company and to assist in obtaining for the company such patents, copyrights or other protection as may be provided under law and desired by the Company, including but not limited to executing and signing and all relevant applications, assignments or other instruments.

Notwithstanding the foregoing, the Company hereby notifies You that the provisions of this Section shall not apply to any Inventions for which no equipment, supplies, facility or Confidential Information of the Company was used or referred to and which were developed entirely by You in your own time, unless (1) the Invention relates to (i) to the business of the Company, or (ii) to actual or demonstrably anticipated research or development of the Company, or (2) the Invention results from any work performed by you for the Company.

F. Indemnity

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall keep TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED indemnified against any claim whatsoever against loss of any kind to the said property. You shall also return to the client, all such property as entrusted to/ with you on completion of the deputation period.

G. Liability

1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED and the Client for the specified period.

2. You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within Client's office or outside it, and if were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

H. Certificate / Testimonials

You are required to submit the required documents, as listed in Annexure II, at the time of joining to TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED.

I. Termination

This agreement shall be terminated by either party giving 15 days' notice in writing or salary will be deducted in lieu of notice to the other.
This agreement shall be terminated by TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED without notice if you are found to be in breach of any of the above clauses.

J. Dispute Resolution:

In the event of any dispute arising between the parties to this agreement, the parties shall first negotiate with each other in good faith and endeavor to resolve such dispute. In the event that they are unable to do so, the parties agree to refer the same to arbitration. The parties shall endeavor to mutually agree on the name of a sole arbitrator to conduct the arbitration. In the event that they cannot reach agreement on the name of a sole arbitrator, the parties will approach the Hon'ble High Court of Madras to appoint such sole arbitrator. The provisions of the Arbitration and Conciliation Act, 1996, shall govern the proceedings. The award of the arbitrator shall be final and binding. The venue for such arbitration shall be Chennai. For all other matters the Courts at Chennai shall have exclusive jurisdiction

Kindly sign the duplicate copy of this letter for having accepted the terms and conditions.

For TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



Authorized Signatory

I accept the above letter and agree to abide the terms and conditions mentioned.

Signature: Date:

Name: SUMERU KISHOR

Talent Maximus Payroll Services

ANNEXURE I

SUMERU KISHOR
TMP/ENP/2223/0061

Date of Joining: 15/06/2022

Salary:

You will be compensated Base salary of Rs. 19527/- per month for your employment as detailed below.

You will be designated to the client as JR. ENGINEER - OPERATIONS (I).

Salary Structure		
Components	Monthly in Rs.	Yearly in Rs.
Basic	17657	211884
HRA	982	11784
Leave Travel Allowance	0	0
Telephone Reimbursement	0	0
Lunch Allowance	0	0
Special Allowance	0	0
Advance Bonus *	888	10656
Base Salary (A)	19527	234324
Provident Fund (PF)	1800	21600
Employee State Insurance (ESI)	606	7272
Gratuity *	849	10188
Benefits (B)	3255	39060
Variable Pay * (C)	976	11712
Cost to Company (CTC)	23758	285096

- Advance against Statutory Bonus will be paid along with monthly salary.
- Gratuity: Payable as per Gratuity Act
- Variable Pay: Paid quarterly based on performance of employee & company

Talent Maximus Payroll Services

NOTE:

Variable Pay: Your salary contains a variable component of compensation called Variable Pay which will be paid at the completion of every Quarter subject to the conditions laid out by the company from time to time. The Variable Pay will be proportional to the number of days worked during the Quarter and will be taken in accordance with the applicable laws.

You agree that any Variable Pay component that's part of Annexure A, is purely discretionary and is based on several factors, including but not limited to: (i) your finalization of goals for each quarter as instructed by the HR department; (ii) approval of such goals by your manager or another designated Company employee (or employee of the Company's group entities, as applicable); and (iii) the performance of the Company. You accept and acknowledge that you will not be eligible for any Variable Pay, if you are no longer an employee of the Company on the date of payout of such Variable Pay. The Variable Pay eligibility for: (i) any period of employment less than a year; (ii) a part-time employee; or (iii) employees on an approved leave of absence, will be calculated on a pro-rated basis.

Kindly sign the duplicate copy of this letter to confirm your acceptance of the terms, conditions and obligations contained in this Appointment letter and Annexure.

FOR TALENT MAXIMUS PAYROLL SERVICES PRIVATE LIMITED



AUTHORISED SIGNATORY

I confirm that I have read, understood and agree to abide by the terms, conditions and obligations specified in the Limited Term employment Agreement and the Annexure.

Signature:

Date:

Name: SUMERU
KISHOR

PAN : AADCO6417H
GST : 29AADCO6417H1ZA
CIN : U70109KA2021PTC155034

SQUARES

Interim Joining/Offer Letter

Doc No: 1007

Date: 19.05.2022

Dear Jasraj Jangid

1. We are glad to inform you that we have hired you for the position of Sales Intern in the Sales / Business development Department reporting to Executive with effect from 26.05.2022. You will under the roles of 1 Better Square Pvt Ltd which is a sister concern company of Tech Better Service Pvt Ltd (The Better Co)
2. Your Internship period is 3 months as per the company policy, which can be revised thereafter.
3. We have fixed a consolidated Stipend of 18000/- Eighteen thousand only until you complete 3 months Interim successfully there after your Stipend will be revised based on your performance, you will not be eligible for any kind of other monetary benefit during Interim / training period.
4. Your reporting office timings daily is 9.30 AM to 6.30 PM which is generic ,
5. You are not entitled for any kind of leaves offered by company expect week-off and declared holidays.
6. After the successful completion of Interim / training period you will be subjected for a review with your reporting manager for next level promotions.
7. After the test / review with your reporting manager if you don't qualify management expectations you are liable to be removed without giving any notice or written communications through HR
8. During your Interim training period of 3 months you are required to undertake all duties and activities as assigned to you by your reporting manager
9. In the event of leaving the organization during the Interim/ training period you need to pay a penalty of all the training cost incurred and surrender current month salary which will be withheld in the HR department without any settlement.
10. You can indicate your acceptance of this Training /Interim offer by signing this document.

1Better Squares Pvt Ltd

Authorized signatory

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/121223216/2022-23 12.10.2022

SELECTION CUM OFFER LETTER

To
Ms/Mrs.Kusum S S,
No.3/103, Ramappa layout,
puttenahalli, JP nagar 7th phase,
Bangalore - 560078.

Dear Kusum S S,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager I (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as **'Trainee Relationship Manager I'**.

Before joining the Bank, you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme, you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining, you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.18,000/-**per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD
Encl.: Annexure to the offer (as applicable to you).

CITY UNION BANK LTD. HRMD Central Office

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

Annexure-I to your Offer of Employment [**HRMD/OFF-LTR/121223216/2022-23**] **as Relationship Manager I Cadre**

Presented here are the terms and conditions that refer to our offer of employment to you.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Relationship Manager I** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.
You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

06. Group Health Insurance Scheme

Upon entering into Probation period, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

07. Notice Period:

During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.



Termination without Notice

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at any time during the training/probation period or extended period of training/probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.

- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at

some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

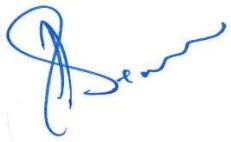
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 18.10.2022, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure.

Signature

Name: _____ Date: _____

Place:_____



Annexure-II to your Offer of Employment [HRMD/OFF-LTR/121223216/2022-23] as Relationship Manager I

Compensation during Training period

COMPENSATION DETAILS			
Name	**Ms/Mrs.Kusum S S**		
Designation	**Trainee Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		5,000/-	60,000/-
HRA		3,000/-	36,000/-
Other Allowances		10,000/-	1,20,000/-
Gross		**18,000/-**	**2,16,000/-**
MGMT Contribution to PF		500/-	6,000/-
CTC		**18,500/-**	**2,22,000/-**

Compensation during Probation period

COMPENSATION DETAILS			
Name	**Ms/Mrs. Kusum S S**		
Designation	**Probationary Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic Pay		11,000/-	1,32,000/-
Fixed DA[1]		1,600/-	19,200/-
Basket of Allowances[2]		10,636/-	1,27,632/-
Gross Pay		**23,236/-**	**2,78,832/-**
PF – Management Contribution		1,260/-	15,120/-
Pension - Management Contribution[3]		504/-	6,048/-
Fixed CTC		**25,000/-**	**3,00,000/-**
PLP (Max of 20% on Basic Pay)[4]		2,200/-	26,400/-
Bonus/Ex-gratia (Maximum)[5]		5,550/-	66,600/-
Variable CTC		**7,750/-**	**93,000/-**
Total CTC		**32,750/-**	**3,93,000/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. **Basket of Allowances:**-All-inclusive of Sales & Operations allowance, HRA, Medical Reimbursement & any other allowances.

3. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/121223218/2022-23 12.10.2022

SELECTION CUM OFFER LETTER

To
Ms/Mrs.Nayananiharika K,
No.29, 2nd ward near ranganathaswami temple,
Nagenahalli post,
Hospet - 583211.

Dear Nayananiharika K,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager I (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as **'Trainee Relationship Manager I'**.

Before joining the Bank, you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme, you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining, you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.18,000/-**per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD
Encl.: Annexure to the offer (as applicable to you).

CITY UNION BANK LTD. HRMD Central Office

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

Annexure-I to your Offer of Employment [**HRMD/OFF-LTR/121223218/2022-23**] **as Relationship Manager I Cadre**

Presented here are the terms and conditions that refer to our offer of employment to you.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Relationship Manager I** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.
You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

06. Group Health Insurance Scheme

Upon entering into Probation period, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

07. Notice Period:

During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.



Termination without Notice

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at any time during the training/probation period or extended period of training/probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.

- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at

some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

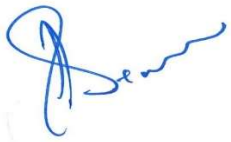
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 18.10.2022, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure.

Signature

Name: _____ Date: _____

Place:_____



Annexure-II to your Offer of Employment [HRMD/OFF-LTR/121223218/2022-23] as Relationship Manager I

Compensation during Training period

COMPENSATION DETAILS			
Name	**Ms/Mrs.Nayananiharika K**		
Designation	**Trainee Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		5,000/-	60,000/-
HRA		3,000/-	36,000/-
Other Allowances		10,000/-	1,20,000/-
Gross		**18,000/-**	**2,16,000/-**
MGMT Contribution to PF		500/-	6,000/-
CTC		**18,500/-**	**2,22,000/-**

Compensation during Probation period

COMPENSATION DETAILS			
Name	**Ms/Mrs. Nayananiharika K**		
Designation	**Probationary Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic Pay		11,000/-	1,32,000/-
Fixed DA[1]		1,600/-	19,200/-
Basket of Allowances[2]		10,636/-	1,27,632/-
Gross Pay		**23,236/-**	**2,78,832/-**
PF – Management Contribution		1,260/-	15,120/-
Pension - Management Contribution[3]		504/-	6,048/-
Fixed CTC		**25,000/-**	**3,00,000/-**
PLP (Max of 20% on Basic Pay)[4]		2,200/-	26,400/-
Bonus/Ex-gratia (Maximum)[5]		5,550/-	66,600/-
Variable CTC		**7,750/-**	**93,000/-**
Total CTC		**32,750/-**	**3,93,000/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. **Basket of Allowances:**-All-inclusive of Sales & Operations allowance, HRA, Medical Reimbursement & any other allowances.

3. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/121223217/2022-23 12.10.2022

SELECTION CUM OFFER LETTER

To
Shri.Karthik V Nair,
Komala bhavan, Punnapra, Near Aravukad sreedevi temple,
North PO, Paravoor, Punnapra, Alappuzha,
Kerala - 688014.

Dear Karthik V Nair,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager I (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as **'Trainee Relationship Manager I'**.

Before joining the Bank, you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme, you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining, you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.18,000/-**per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD
Encl.: Annexure to the offer (as applicable to you).

CITY UNION BANK LTD. HRMD Central Office

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

Annexure-I to your Offer of Employment [**HRMD/OFF-LTR/121223217/2022-23**] **as Relationship Manager I Cadre**

Presented here are the terms and conditions that refer to our offer of employment to you.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Relationship Manager I** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.
You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

06. Group Health Insurance Scheme

Upon entering into Probation period, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

07. Notice Period:

During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.



Termination without Notice

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at any time during the training/probation period or extended period of training/probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.

- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at

some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

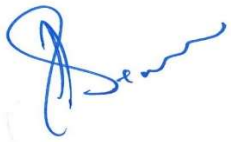
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 18.10.2022, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure.

Signature

Name: _____ Date: _____

Place:_____



Annexure-II to your Offer of Employment [HRMD/OFF-LTR/121223217/2022-23] as Relationship Manager I

Compensation during Training period

COMPENSATION DETAILS			
Name	**Shri.Karthik V Nair**		
Designation	**Trainee Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		5,000/-	60,000/-
HRA		3,000/-	36,000/-
Other Allowances		10,000/-	1,20,000/-
Gross		**18,000/-**	**2,16,000/-**
MGMT Contribution to PF		500/-	6,000/-
CTC		**18,500/-**	**2,22,000/-**

Compensation during Probation period

COMPENSATION DETAILS			
Name	**Shri. Karthik V Nair**		
Designation	**Probationary Relationship Manager I**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic Pay		11,000/-	1,32,000/-
Fixed DA[1]		1,600/-	19,200/-
Basket of Allowances[2]		10,636/-	1,27,632/-
Gross Pay		**23,236/-**	**2,78,832/-**
PF – Management Contribution		1,260/-	15,120/-
Pension - Management Contribution[3]		504/-	6,048/-
Fixed CTC		**25,000/-**	**3,00,000/-**
PLP (Max of 20% on Basic Pay)[4]		2,200/-	26,400/-
Bonus/Ex-gratia (Maximum)[5]		5,550/-	66,600/-
Variable CTC		**7,750/-**	**93,000/-**
Total CTC		**32,750/-**	**3,93,000/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. **Basket of Allowances:**-All-inclusive of Sales & Operations allowance, HRA, Medical Reimbursement & any other allowances.

3. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



DocuSign Envelope ID: 0FF8BBCE-7467-4119-BAFE-B520A3975A88

Deloitte.

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Jul 4, 2022

Mr. Adarsh K A
Karottuparakkal Ho, Kottiyoor Po, Kannur,Kerala, 670651,
Kottiyoor, 670651
India

Subject: Offer of Employment

Dear Adarsh K A:

On behalf of **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 8, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10**% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **August 8, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **August 8, 2022**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Adarsh, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Best regards,

DocuSigned by:
By: Chandra Shekar Hegganur Shivaramu
7284E77297BF40A...
Signature

Authorized Signatory

Acceptance

I, **Adarsh**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
Adarsh K R
2099EA37257744F...
Signature

Jul 4, 2022
Date

DocuSign Envelope ID: E09D62C9-9878-48F8-9728-4D77FB6E83F2

Deloitte.

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Jul 4, 2022

Ms. Divya Lahari C B
#8/A, 5th Main, 1st cross, Bank of Baroda colony, J.p Nagar 7th phase,
Bengaluru, 560078
India

Subject: Offer of Employment

Dear Divya Lahari C B:

On behalf of **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 8, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **August 8, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **August 8, 2022**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Divya Lahari, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Best regards,

By: DocuSigned by: Chandra Shekar Heggavur Shivaramu 7284E77297BF40A...
Signature

Authorized Signatory

Acceptance

I, **Divya Lahari**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature _____ Date _____

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Deloitte Tax Services India Private Limited
Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District,CIRCLE 3, Hyderabad - 500032, Telangana, India

Tel: +91 040 67621000
www.deloitte.com

Nov 2, 2022

Ms. Sadiya Farheen
#38 4th Cross 5th Main Begur Road, Virat Nagar, Bommanahalli,
Bangalore, Karnataka, 560068
India

Subject: Offer of Employment

Dear Sadiya Farheen:

On behalf of **Deloitte Tax Services India Private Limited** (the ''Employer'' or ''Company''), I am pleased to confirm our offer of employment to you as **Tax Consultant IAA** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 28, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10**% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **November 28, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **November 28, 2022**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sadiya, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Tax Services India Private Limited
Best regards,

DocuSigned by:
By: Chandra Shekar Heggavur Shivaramu
5FEBF6A72C6244B...
Signature

Authorized Signatory

Acceptance

I, **Sadiya**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
Sadiya Farheen
23DCE70B51074C6...
Signature

Nov 2, 2022
Date

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Annexure A

Ms. Sadiya Farheen **Tax Consultant IAA -**

Description	**Monthly** (Rs. per month)	**Annual** (Rs. per Annum)
Basic Pay	**9,500**	**114,000**
House Rent Allowance (HRA)	**4,750**	**57,000**
Special Allowance[1a & 1b]	**4,805**	**57,660**
Leave Travel Allowance[2]	**950**	**11,400**
Differential Allowance	**3,079**	**36,948**
Meal Card[3]	**2,200**	**26,400**
Employer's contribution to PF	**1,800**	**21,600**
Total Salary (in Rs.)	**27,084**	**325,008**
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium[4]	**3,014**	**36,167**

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10**% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Annexure A

[1]All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

	[1a]*Communication Expenses*	[1b]*Fuel Expenses*
Employee Level - Tax Consultant IAA	*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*	*Petrol / Driver / Insurance / Repairs & Maintenance*
	Rs./₹3,000/- per month	**Rs./₹7,500/-** per month

[1a] The internet/telephone/mobile bills should be in the Employee's name.

[1b] For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

[2] The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

[3] Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

[4] Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Deloitte.

Sadiya Farheen **Hyderabad**

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District,CIRCLE 3, Hyderabad - 500032, Telangana, India** (the "Employer") as **Tax Consultant IAA -** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. *Pre-existing Agreements or Arrangements*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Tax Consultant IAA** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of *Proceedings.* Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity.*

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of Interest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. *Authorization to Access Systems and Electronic Communications and use of Deloitte Property.* I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a*Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to*Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the*Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the*Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the*Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. *Security.* I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular*Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. *Pre-existing Creations*; *Personal Creations*. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B,** and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- *Employment* Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- *Employment* Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3**)** years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated;(b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

services to, with, or on behalf of the *Deloitte Entity*.

16. Post- *Employment* Restrictions re: *Deloitte Property*. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d)I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a Deloitte Entity to remove such *Deloitte Property*.

OTHER POST- *EMPLOYMENT* OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- *Employment* Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15**,** to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtima, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

22. Liquidated Damages: Compensation. I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

_____

For Deloitte Tax Services India Private Limited



OMKAR CHANDRAMOULI KONCHUR

Talent

Authorized Signatory

Effective as of **November 28, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

DocuSigned by:
Sadiya Farheen
23DCE70B51074C6...

Sadiya Farheen

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information *(PII)* or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the*Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity.*

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any*Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a*Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my*Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

	Yes, I do have *Pre-existing Creations*, *Pre-existing Agreements or Arrangements*
X	No, I do not have *Pre-existing Creations*, *Pre-existing Agreements or Arrangements*

Title	**Date**	**Brief Description**

DocuSigned by:
Sadiya Farheen
23DCE70B51074C6...

Signature

Nov 2, 2022
Date

Sadiya Farheen
Name (Print)

ACCEPTED AND AGREED TO:
Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR
Talent

Its: *Authorized Signatory*

Nov 2, 2022
Date

An *Authorized Signatory's* signature is required only if Pre-existing Creations or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that Pre-existing *Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the Intellectual *Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

EXHIBIT C

Proceedings

[none, unless otherwise specified]

	Yes, I do have *Proceedings* to report
X	No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

DocuSigned by:
Sadiya Farheen
23DCE70B51074C6...

Signature	Name	Date
	Sadiya Farheen	Nov 2, 2022

EXHIBIT D

Exceptions to Post-*Employment* Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

	Yes, I do have Post-*Employment* Restrictions re: Clients
X	No, I do not have Post-*Employment* Restrictions re: Clients

Name of Client	Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

_____

Deloitte Tax Services India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Its: Authorized Signatory

Nov 2, 2022
_____
Date

I have read and understood the above policy terms.

DocuSigned by:
Sadiya Farheen
23DCE70B51074C6...

Signature	Name	Date
	Sadiya Farheen	Nov 2, 2022

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

---

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

---

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

---

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

---

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

---

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

---

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

---

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

• Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
• Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
• Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
• Engaging in any illegal activities.
• Workplace violence, including threats of physical violence.
• Corporate credit card delinquencies.
• Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
• Going on or abetting a strike in contravention of any law.
• Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
• Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
• Corruption, fraud, or misappropriation of funds.
• Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
• Excessive personal use of the Employer's telephone, fax or computer systems.
• Failure to adhere to applicable laws.
• Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. https://deloittenet.deloitte.com/Pages/Home.aspx for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **November 28, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Docusigned by:
Sadiya Farheen
23DCE70B51074C6...

Signature

Sadiya Farheen

Name

DocuSign Envelope ID: 7B22C878-87EE-478C-AF0C-F0FA790C263C

Deloitte.

Nov 2, 2022

Ms. Sadiya Farheen

#38 4th Cross 5th Main Begur Road, Virat Nagar,
Bommanahalli,

Bangalore, Karnataka, 560068

India

Training Agreement

Dear Sadiya:

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant IAA** pursuant to the terms and conditions of your offer letter dated **November 28, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.
We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,
For **Deloitte Tax Services India Private Limited**

DocuSigned by:
By: Chandra Shekar Heggannur Shivaramu
5FEBF6A72C6244B...
Signature

Authorized Signatory

DocuSign Envelope ID: CDA731CF-A0FA-424D-B431-AB9969AB69FF

Deloitte.

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Jul 4, 2022

Ms. Fathimathul Farshidha K P
Haseena'S, Jt Road, (Po) Temple Gate ,Saidarpally, Thalassery,
Kannur, 670102
India

Subject: Offer of Employment

Dear Fathimathul Farshidha K P:

On behalf of **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 8, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10**% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **August 8, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **August 8, 2022**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Fathimathul Farshidha, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Best regards,

By: DocuSigned by: Chandra Shekar Heggavur Shivaramu 7284E77297BF40A...
Signature

Authorized Signatory

Acceptance

I, **Fathimathul Farshidha**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Farshi

Signature

05/07/2022

Date

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

November 17, 2022

80006812

Simran Rani

Bangalore

Dear Simran,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 1,05,000/- p.a.**
Allowance	**: Rs. 1,78,320/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Bangalore.** Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

November 17, 2022

Applicant No.80006812

Name : Simran Rani
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Bangalore
Contact No : 8409752111

	Per Month (Rs)	Per Annum (Rs)
Base	8,750	1,05,000
Allowance	14,860	1,78,320
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	27,370	3,50,040

Welcome to the HDFC Bank family.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

November 17, 2022

80006754

Sanjanya Ganesan

Bangalore

Dear Sanjanya,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 1,05,000/- p.a.**
Allowance	**: Rs. 1,78,320/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Bangalore**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.
Corporate Identity No.: L65920MH1994PLC080618

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

November 17, 2022

Applicant No.80006754

Name : Sanjanya Ganesan
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Bangalore
Contact No : 6381330845

	Per Month (Rs)	Per Annum (Rs)
Base	8,750	1,05,000
Allowance	14,860	1,78,320
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	27,370	3,50,040

Welcome to the HDFC Bank family.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

INSPLORE
WE INSPIRE, YOU EXPLORE

INSPLORE TLS CONSULTANTS PVT. LTD.

OFFER LETTER

Dear Sai Sameera

Dayananda Sagar University

We refer to recent interview for the below mentioned position and are pleased to offer you the position of **Intern** with **INSPLORE Consultants Pvt. Ltd.** All of us at Insplore Consultants are excited that you would be joining our team!

Please find the following confirmation of the specifies of your internship:

Position Title: Intern

Department: Marketing And Finance

Date of Joining: 21 Jan, 2021

Work location: Delhi/Work from Home

For any queries please feel free to write us at: **hr@insploreconsultants.com**

Best Wishes!!



(Authorized Signatory)
Head HR
Insplore Consultants Pvt. Ltd.

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Summer Internship - Job Description - Insplore Consultants

PANSY KHAJURIA <pansy.khajuria@insploreconsultants.com> Fri, Mar 31, 2023 at 12:28 PM
To: geetha.raheja@dayanandasagar.edu

Dear Geetha,

Greetings from **INSPLORE CONSULTANTS PVT LTD**!!

INSPLORE
WE INSPIRE, YOU EXPLORE

It was nice interacting with you. This is in regards to the

SUMMER INTERNSHIP opportunities for Management students.

We would be immensely interested in conducting a recruitment drive in your Campus.

Company Profile**:**

Website: www.insploreconsultants.com

We Inspire, You Explore.

Insplore provides high-end customers with financial solutions. As financial advisors, we understand the needs of every customer seeking financial independence and work with them to achieve their goals. We lend a hand to consumers by aiding them in making critical financial decisions and properly managing their wealth, ensuring that they are stress-free and free of financial worries. We believe in timely adaptation to the dynamic environment to meet any problems that may arise because we recognise the need of taking the appropriate action at the appropriate moment to deal with this dynamic environment**.**

SUMMER INTERNSHIP Profile:

We offer two profiles

|

Profile 1- ***Marketing + Sales***

|

Profile 2- ***HR or Finance (****any 1 according to students' choice)*

- Students are given **15 days** of training to study and expand their understanding and abilities online through video conferences.
- Students are coached and evaluated by their individual managers throughout the training programme through regular day-to-day activities.
- After the training period is over, students are handed their profiles and are allocated certain tasks.

Important Credentials

❖ Departments: ***Marketing(involving sales) & finance***

OR

Marketing(involving sales) & HR

❖ Location: ***Delhi / Work from Home***

❖ Duration: ***45-60 Days***

❖ No. of vacancies: ***20***

Stipend: ***Upto 15k Performance based***

1. Internship Schedule:

- **Initial 15 days** –

DAY – 1 - Inductions:

the process of familiarising the interns with the

❖ Organization

❖ Rules and regulations

❖ Roles and responsibilities

❖ Allotment of managers

DAY 2 - 15 – TRAINING SESSIONS:

1.) The interns will undergo the training programmes related to all the domains

(MARKETING, HR and FINANCE).

2.) Regular meetings with their allotted industry guide

3.) Performance Evaluation

4.) Tasks and work allotment

- **Next 2 weeks (20 days) –**

Marketing & Sales Profile -

- Product knowledge

- Product Marketing & Selling

- Handling Client Relationship Management

- Revenue Generation

- Lead Generation

- **Next 2 weeks (20 days)** –

HR

- Handling Recruitment & Selection process

- Data Mining & Data Creation

- Employee Engagement Activities

- Designing of Job Description

Finance

- Understanding of
- Financial Statement Analysis,
- Ratio Analysis,
- Portfolio Management.

Requirements:

- ✓ Strong verbal and written communication skills.
- ✓ Should have strong foundations of Marketing and HR or Finance
- ✓ Able to work in flexible hours.
- ✓ Strong personality

Benefits for Intern:

✓ Summer Internship **completion certificate and extra additional certificates as well**

✓ Excellent performers get a chance to earn **Pre Placement Offer (PPO).**

✓ Opportunity to **learn corporate ethics and behaviour.**

✓ **Learn client pitching and handling client queries.**

✓ **Dual Specialization Exposure**

✓ Opportunity to travel for **Domestic and/or International trip**.

Eligibility:

- **MBA/ PGDM/ M.COM**
- **BBA/ B.COM/ B.A(P)/ B.A(H)**

Please find the format in which data of the students to be shared:

NAME	MOBILE	MAIL ID	CAMPUS	COURSE	PURSING YEAR

Thanks and Regards,

INSPLORE
WE INSPIRE, YOU EXPLORE

Pansy Khajuria

HR Manager

Insplore Consultants Pvt. Ltd.

Email: Pansy.khajuria@insploreconsultants.com

Mobile: 9711334426

Pitampura,

New Delhi- 110034

www.insploreconsultants.com

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675

14 May 2022

Mir Anush Hussain Patel Family (Anush Patel)
T. M road Alipur
Bangalore, 561213

Dear Mir Anush Hussain,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement ("Agreement") with Refinitiv India Shared Services Private Limited, now a part of LSEG, London Stock Exchange Group.

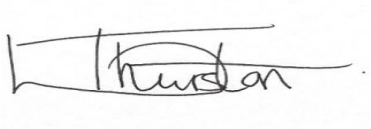
This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company.

Yours sincerely,



Laura Thurston
Group Head of Global Talent Acquisition & WFP

Encl

- Summary of Key Terms
- Detailed Terms & Conditions
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 14 May 2022.

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senpati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) Mir Anush Hussain Patel Family (Anush Patel), T. M road Alipur, Bangalore, 561213 (the “Employee”)

Name Mir Anush Hussain Patel Family (Anush Patel)

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

"Group Company" means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

(a) that is directly or indirectly controlled by the Company, or

(b) that directly or indirectly controls the Company; or

(c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or

(d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role

Start Date

Your employment will commence on 30 May 2022(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required .

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically

lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40 hours each week, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Total Fixed Pay (TFP) will be INR ₹280,000.00per annum and is inclusive of your Basic salary of INR ₹195,600.00per year, Employer's contribution towards Provident Fund of INR ₹23,472.00per year, Flexi Benefit Plan of INR ₹60,928.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Discretionary Bonus

You will be eligible to participate in the Bonus/Annual Incentive Plan (AIP) subject to its terms and conditions. Your annual incentive compensation target for this plan will be 6.0% of your Salary. Your bonus opportunity will range between 0% and a maximum of 200% of your annual incentive compensation target. The terms and conditions of the Bonus/AIP and the payments made are subject to the plan rules and may be varied from time to time by the Company in its absolute discretion.

Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be considered in satisfaction of (i.e., adjusted towards) the bonus payable based on profits as per the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

Annual Leave

You will be entitled to leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice [or such lesser period of notice which applies during your Probationary Period].

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential

information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non-solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics;
- Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing);
- Personal Account Dealing;
- Conflicts of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;

- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Conduct ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources. It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the Human Resources team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company’s Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company’s regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not

give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your leave will be paid at the rate of gross Salary (excluding employer's contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;

"***Intellectual Property Rights***" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing

anywhere in the world.

"***Invention***" means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

"***Works***" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty-free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);
- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company;
- to provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an

interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "***Confidential Information***" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD-ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you

will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step-children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or
- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or
- preach or incite violence at the Company's premises; or
- disclose confidential information of the Company without its written consent; or
- indulge in wilful slow down of work; or
- abet or attempt to abet any of the above acts.

b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or

c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or

d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or

e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or

f. you are disqualified from acting as a director of a company by order of a competent court; or

g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or

h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform Human Resources of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;
- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued holiday including holiday which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and

- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, “executive status” means Group Executive, Managing Director, Director, Manager or anything else which replaces these grades and any employees with a lower corporate grade where they have had line manager responsibilities or have been engaged in work or projects, which in the Company’s reasonable opinion are key to its business.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's Human Resources team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

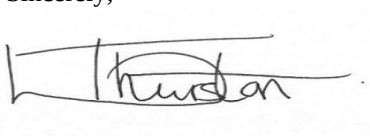
25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to HR, via Workday following the DocuSign e-sign steps, no later than 2 days from receiving the Agreement to accept.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.

Sincerely,



Laura Thurston

Group Head of Global Talent Acquisition & WFP

On behalf of the company

I Mir Anush Hussain Patel Family (Anush Patel) accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Offer Accepted Signature:

Offer Accepted Printed Name:

Date:

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675

13 May 2022

Renuga Devi V
#29, suganya nilaya, 1st floor, 2nd cross, balaji nagar, uttarahalli
Bangalore, 560061

Dear Renuga Devi V,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement ("Agreement") with Refinitiv India Shared Services Private Limited, now a part of LSEG, London Stock Exchange Group.

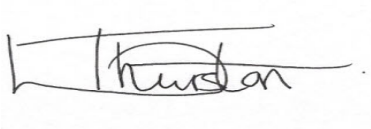
This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company.

Yours sincerely,



Laura Thurston
Group Head of Global Talent Acquisition & WFP

Encl

- Summary of Key Terms
- Detailed Terms & Conditions
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 13 May 2022.

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senpati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) Renuga Devi V, #29, suganya nilaya, 1st floor, 2nd cross, balaji nagar, uttarahalli, Bangalore, 560061 (the “Employee”)

Name Renuga Devi V

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

"Group Company" means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

(a) that is directly or indirectly controlled by the Company, or

(b) that directly or indirectly controls the Company; or

(c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or

(d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role

Start Date

Your employment will commence on 30 May 2022(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required .

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically

lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40 hours each week, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Total Fixed Pay (TFP) will be INR ₹280,000.00per annum and is inclusive of your Basic salary of INR ₹195,600.00per year, Employer's contribution towards Provident Fund of INR ₹23,472.00per year, Flexi Benefit Plan of INR ₹60,928.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Quarterly Incentive Plan

You will be eligible to participate in the Quarterly Incentive Plan subject to its terms and conditions. The terms and conditions of the plan and the payments made thereunder may be varied from time to time by the Company in its absolute discretion as per the matrix which will be shared by your line manager on a quarterly basis.

Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be considered in satisfaction of (i.e., adjusted towards) the bonus payable based on profits as per the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

Annual Leave

You will be entitled to leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice [or such lesser period of notice which applies during your Probationary Period].

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after

your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non-solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics;
- Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing);
- Personal Account Dealing;
- Conflicts of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;

- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Conduct ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources. It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the Human Resources team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company’s Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company’s regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not

give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your leave will be paid at the rate of gross Salary (excluding employer's contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;

"***Intellectual Property Rights***" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing

anywhere in the world.

"***Invention***" means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

"***Works***" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty-free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);
- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company;
- to provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an

interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "***Confidential Information***" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD-ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you

will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step-children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or
- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or
- preach or incite violence at the Company's premises; or
- disclose confidential information of the Company without its written consent; or
- indulge in wilful slow down of work; or
- abet or attempt to abet any of the above acts.

b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or

c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or

d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or

e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or

f. you are disqualified from acting as a director of a company by order of a competent court; or

g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or

h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform Human Resources of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;
- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued holiday including holiday which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and

- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, “executive status” means Group Executive, Managing Director, Director, Manager or anything else which replaces these grades and any employees with a lower corporate grade where they have had line manager responsibilities or have been engaged in work or projects, which in the Company’s reasonable opinion are key to its business.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's Human Resources team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

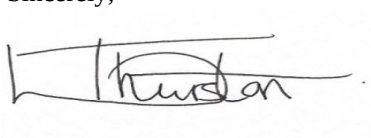
25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to HR, via Workday following the DocuSign e-sign steps, no later than 2 days from receiving the Agreement to accept.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.

Sincerely,



Laura Thurston

Group Head of Global Talent Acquisition & WFP

On behalf of the company

I Renuga Devi V accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Offer Accepted Signature:

Offer Accepted Printed Name:

Date:

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675

13 May 2022

Hemanth M
#101, srushti swara apartment, durga nagar layout, krishna garden road, r v
college post, mylasandra, Bengaluru, 560059

Dear Hemanth M**,**

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement ("Agreement") with Refinitiv India Shared Services Private Limited, now a part of LSEG, London Stock Exchange Group.

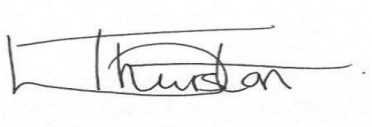
This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company.

Yours sincerely,



Laura Thurston Group Head of Global Talent Acquisition & WFP

Encl

- Summary of Key Terms
- Detailed Terms & Conditions
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 13 May 2022.

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senpati Bapat Marg, Mumbai 400 013, Maharashtra, India (the "Company"); and

(2) Hemanth M, #101, srushti swara apartment, durga nagar layout, krishna garden road, r v college post, mylasandra, Bangalore -560059 (the "Employee")

Name Hemanth M

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

"Group Company" means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

(a) that is directly or indirectly controlled by the Company, or

(b) that directly or indirectly controls the Company; or

(c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or

(d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) ormore of that company's issued ordinary share capital.

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role

Start Date

Your employment will commence on 30 May 2022(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required .

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40 hours each week, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Total Fixed Pay (TFP) will be INR ₹280,000.00per annum and is inclusive of your Basic salary of INR ₹195,600.00per year,

Employer's contribution towards Provident Fund of INR ₹23,472.00per year, Flexi Benefit Plan of INR ₹60,928.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Quarterly Incentive Plan

You will be eligible to participate in the Quarterly Incentive Plan subject to its terms and conditions. The terms and conditions of the plan and the payments made thereunder may be varied from time to time by the Company in its absolute discretion as per the matrix which will be shared by your line manager on a quarterly basis.

Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be considered in satisfaction of (i.e., adjusted towards) the bonus payable based on profits as per the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

Annual Leave

You will be entitled to leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice [or such lesser period of notice which applies during your Probationary Period].

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non-solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics;
- Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing);
- Personal Account Dealing;
- Conflicts of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anticompetitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;

- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer andterminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at theinterview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;
- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including theCode of Conduct ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources. It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications,certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the Human Resources team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary

for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company's Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company's regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your leave will be paid at the rate of gross Salary (excluding employer's contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of

your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;

"***Intellectual Property Rights***" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

"***Invention***" means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

"***Works***" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty-free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);
- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company;
- to provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moralrights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in theAgreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any CompanyIntellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employeror any other party and you will also disclose to the Company any of your prior works and inventions (collectively, “Prior Inventions”) in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "***Confidential Information***" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company’s or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or

equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;

- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly orindirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is requiredby law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD-ROM, memory stick,video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with themedia. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by theCompany or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step-children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if: a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or

- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or
- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or
- preach or incite violence at the Company's premises; or
- disclose confidential information of the Company without its written consent; or
- indulge in wilful slow down of work; or • abet or attempt to abet any of the above acts.

b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence notsubject to a custodial sentence); or

c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualificationssuspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or

d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time byjurisdictional regulatory authorities relevant to the Company or any Group Company; or

e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issuedby the Company or any Group Company (as amended and in force at the relevant time); or

f. you are disqualified from acting as a director of a company by order of a competent court; or

g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order madeagainst you; or

h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence fromwork due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by theCompany in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform Human Resources of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;
- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms

of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued holiday including holiday which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, “executive status” means Group Executive, Managing Director, Director, Manager or anything else which replaces these grades and any employees with a lower corporate grade where they have had line manager responsibilities or have been engaged in work or projects, which in the Company’s reasonable opinion are key to its business.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);

- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's Human Resources team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at

9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

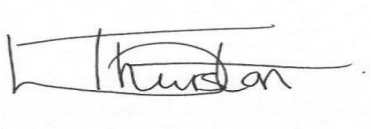
25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to HR, via Workday following the DocuSign e-sign steps, no later than 2 days from receiving the Agreement to accept.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.

Sincerely,



Laura Thurston Group Head of Global Talent Acquisition & WFP

On behalf of the company

_____

I Hemanth M accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Offer Accepted Signature:

Offer Accepted Printed Name:

Date:

MOZO HUNT PRIVATE LIMITED
B-261, TOWER-A, New Ashok Nagar,
Delhi, 110096
CIN: U74940DL2021PTC387941
www.mozohunt.com
info@mozohunt.com

Date: **17/06/2022**

Geetha H Raheja

Dayanand Sagar, Banglore

I am pleased to confirm your acceptance of an internship as Management Trainee in the Marketing & Sales, Finance and HRM with (**MOZO HUNT**). Your duties and assignments for this position is as follows (brief description or attach job description).

Your first day of work will be **24th June 2022.** You will work 48 hours per week.
As an intern, you will not be a Company employee. You will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, you understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents.

Sincerely,
Company Representative

Vishakha

Vishakha Singh

Participant List:-

Ashutosh Singh
Kenneth Soans
Y. Bhuwaan Singh
Santhoshini G
Pratham Rajesh
Rahul lalwani
Shafia Khadri J K
Sahil Sinha
Aditya Kumar Jha
Vishal Rt
Mohammed Adam Awaiz
Rakshith N
Parul Goverdhan
Payal goverdhan
Kavya
Sajan kumar yadav
Arun S
Syed Ghayur Abbas
Chinmayie C Maalige
MV YATISH SARMA
ATHREYA K P
SIDDHIMA SANKHA

Naga Monica VK
Varsha Srinivas
Venkatesh Prasad P
nischitha s
Manasa K
Gagan .R
Harsha vardhan m
Aleena B
Dhanush T
Sakschi Kumari Upadhyay
Mohammed Siddique
Lavanya Ajith
NAVANEETH S NAIR
Aliya Fathima
Taleha Samreen
Sudhit kanchan
Nayak Neha Harish
Yashovardhan Thakur
Suprava sarkar
Simran Rani
Aishwarya Mittal
M Sneha
Shibili nizar
Pantapalli suchitra
Jishnu Muraleedharan
Ramesh chand k
Zaid Aslam
Mahalakshmi k
Ikkumon Borah
Vilas k
Shubham Singh
Dinesh Kumar S
Monisha S Prakash
Vivek Navada S
Yashas S
K M Chandana
Pranvith surya
Gudibandi Madhava
Deepika D
CHANDANA.S
Suhas Somayaji
Md Zahid Ahmed
Shreyas J
Shanmuka Skanda A
Thanmayi R
Dhruv Sagar
Achutha

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Fwd: SUMMER INTERNSHIP JD - MOZO HUNT - Dayanand Sagar College Of Engineering

Nagesh P <placement@dayanandasagar.edu> Wed, Apr 5, 2023 at 3:19 PM
To: geetha.raheja@dayanandasagar.edu
Cc: savithakp@dayanandasagar.edu, dsi_placement <dsi_placement@yahoo.com>

Take it forward

---------- Forwarded message ---------
From: **Mozo Hunt** <internshipmozohunt@gmail.com>
Date: Wed, Apr 5, 2023 at 3:18 PM
Subject: SUMMER INTERNSHIP JD - MOZO HUNT - Dayanand Sagar College Of Engineering
To: placement@dayanandasagar.edu <placement@dayanandasagar.edu>
Cc: SIP Mozo Hunt <sip@mozohunt.com>

ABOUT US

Mozo Hunt is a Digital Media House Our Website Designed is just like Digital Library it is an online learning and Reading Material platform for course-specific study resources. Millions of professionals trust Mozo Hunt to learn about any topic quickly from subject matter experts. Founded in 2021 to make knowledge sharing easy, Mozo Hunt has since grown into a top destination for professional content. It is now one of the most trusted and visited websites in India, with over a million uploads in all Indian universities and content categories. Mozo Hunt supports students on their unique learning journey as they seek help and resources to better understand and remember their projects, assignments, and case studies. Students can subscribe or contribute their resources to access millions of learning materials, including practice problems and study guides. Build your knowledge quickly with concise, well-presented content from top experts.

Marketing and Sales Intern: Job Role and Description

- Assist in marketing and advertising promotional activities (e.g., social media, email, WhatsApp, etc.).
- Monitor social media and advertising platforms for trending news, ideas, and feedback.
- Research and evaluate competitors' marketing and digital content.
- Contribute to the creation of mock-ups, email campaigns, and social media content.
- Contribute to the development of written, video, and image content for marketing channels.
- Support for marketing campaign planning and execution.
- Analyse and evaluate quantitative and qualitative marketing campaign data.
- Market Analysis

- Pre-sales activities
- Sales support activities
- Sales Research
- Competitor Visits and Fact Finding
- Setting and monitoring sales objectives
- Providing sales strategies, feedback, and marketing plans.
- Contributing to meeting sales targets.
- Keeping up to date with industry developments
- Answering customer queries
- Mediating and resolving disputes with customers
- Establish a collaborative relationship with prospective clients through referrals.

Marketing and HR Interns: Job Role and Description:

- Coordinating new hire orientation candidates.
- Preparing and sending offer and rejection letters or emails to candidates.
- Post job advertisements to job boards and social media platforms.
- Organizing interviews and shortlisting candidates.
- Screening potential employees' resumes and applications to identify suitable candidates to fill company jobs.

Marketing and Finance Interns: Responsibilities and Duties:

- Monitor and identify clients and maintain client base through efficient interactions with clients and analyze any changes in client's needs.
- Coordinate with prospects to understand individual client requirements and recommend plans to ensure the achievement of all objectives.
- Develop financial strategies and plans and recommend specific products to clients.
- Evaluate prospect requirements of clients and determine qualified leads through efficient networking and cold calling.
- Develop and maintain relationships with business owners, individuals, corporate executives, and influential personnel with clients.
- Administer all clients' queries on financial issues, and manage the effective resolution of all customer complaints.
- Coordinate with other departments for and maintain efficiency on all sales procedures and activities.
- Assist in service and sales process and provide training to sales personnel.
- Administer and access comprehensive personnel and business product lines.
- Analysing the company's competitors by using financial tools.

Marketing and Business Analytics:

- Product Learning
- Data Generation and Validation
- Marketing Analytic
- Project Work

- Revenue Generation
- Marketing and Sales Forecasting
- Project Management
- Business Analysis

We are looking for interns with:

- A Problem-Solving Approach.
- Should adapt Start-up Culture.
- Hardworking candidate with good Interpersonal & Presentation Skills.
- Good convincing and negotiation skills.
- Soft-spoken and fluent in Hindi and English
- Fast learner
- Brand Management Skills
- Strategic and creative thinker.
- Good knowledge of Digital Marketing
- Excellent content writing and communication skills.
- Excellent interpersonal and Presentation Skills.

Financial take home:

- **For UG: Rs 5k** (Rewards linked 6% to employee CRM Panel on performance)
- **For PG: Rs 7k** (Rewards linked 6% to employee CRM Panel on performance)

For Best Performer, we can offer PPO. The compensation offered by Mozo Hunt Pvt Ltd. includes a CTC of **Rs. 4-6 LPA** and a pay per performance up to **Rs. 2-2.5 LPA**. Further career growth will depend on candidates' performance and will be rewarded accordingly.

We would be looking forward to a positive response.

Regards-

Team Mozohunt

Nikhil / Gaurav
9582683849 / +919650402889

Mozo Hunt Pvt. Ltd.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

18-October-2022
Jaiveek P N
pnjaiveek2001@gmail.com
#AQ3, Magan golden metro apartment
sneha colony 3rd main road chikkalasandra
Bangalore 560061

Dear Jaiveek,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst I** in our **Client Servicing Group** Department within the **Asset Servicing**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited,1st Floor, RMZ Ecospace Campus 1C,Bellandur Village, Varthur Hobli, Bangalore - 560103 ("Northern") and Jaiveek P N of #AQ3, Magan golden metro apartment , sneha colony 3rd main road chikkalasandra, Bangalore 560061.

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

1. Conditions

Your employment is conditional on:

(a) your agreement to and acceptance of this Employment Agreement;

(b) you providing Northern with a valid Aadhaar number

(c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;

(d) should Northern request it, a medical assessment and report satisfactory to Northern;

(e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;

(f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

(g) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;

(h) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;

(i) you having declared any action taken against you by a regulatory or professional body;

(j) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);

(k) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and

(l) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

2. Commencement Date

You, Jaiveek P N, are employed by Northern as Analyst I in our Client Servicing Group Department with effect from **07-November-2022**. You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

On your first day of employment with Northern you should report to Reception at **8.30 a.m.** at:

Bangalore

Northern Operating Services Pvt Limited
RMZ Ecospace,Campus 1C, 2nd Floor
Sarjapur Outer Ring Road
Bellandur Village, Varthur Hobli,
Bangalore, 560-037

Landmarks which will help guide you to this location are:

- Next to the Intel Campus on Outer Ring Road between Marthahalli and Sarjapur Road.
- The Accenture building which is in the Ecospace Business Park is visible from the main road.

3. Probation

The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern will be considered to have been successfully completed after six months or you will be advised in writing, if Northern decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, thirty days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of **60** days prior to termination of your employment. In either case, Northern reserves the right to pay you in lieu of notice.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

4. Job Title

You are employed as **Analyst I** in our **Client Servicing Group** Department. You have been informed about your reporting line Manager by the hiring panel. Northern reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Northern together with such person or persons as Northern may appoint to act jointly with you. You shall serve Northern in this capacity to the best of your ability or in such other capacity as Northern may from time to time determine.

You and Northern agree that the nature of Northern's business demands flexibility and that reallocation of duties, power and other responsibilities from time to time is a natural part of – and a precondition for – the employment relationship between you and Northern. This may involve a change in your job title and reporting relationship.

You shall perform such duties, discharge such responsibilities and exercise such powers, authorities and discretions in relation to Northern as from time to time may be delegated to you on such terms and conditions and subject to such restrictions as may from time to time apply. Northern may at any time require you to cease performing or exercising any particular power, authority or discretion delegated to you.

You shall at all times keep Northern promptly and fully informed (in writing if requested) of the business of Northern and of any information which may adversely affect Northern or its business.

5. Duties and Responsibilities

Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. You may be required to undertake other duties from time to time as Northern may reasonably require.

You shall devote the whole of your time unless prevented by ill-health or accident or otherwise directed by Northern (including during any period of suspension or exclusion as detailed under sections 17 and 19) to your duties under this Employment Agreement. You must serve Northern honestly and faithfully. You may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. You must also not engage in other business activity, whether paid or unpaid which may conflict with your duties as an employee of Northern.

6. Associated Company

You acknowledge and agree that Northern may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

For the purposes of this Employment Agreement, an "Associated Company" is any company which for the time being is:

(a) a holding company of Northern; or

(b) a subsidiary of any such holding company or Northern; or

(c) a company over which Northern or any holding company has control.

By working for any Associated Company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries , affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

7. Location

You shall work at Northern's offices based at **Bangalore** or such other place of business of Northern or any Associated Company as may be directed by management from time to time.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

8. Compliance with Applicable Law

You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the business or businesses in which Northern operates including, but not limited to, other jurisdictions where relevant laws may apply from time to time that relate to your employment by Northern.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

9. Salary

Your Annual Fixed Pay will be **₹306,987**, inclusive of all hours worked. A detailed breakdown of your Annual Fixed Pay is set out in **Annexure 1.**

Salary will be payable on a monthly basis, in arrears in 12 equal instalments. This will be credited to your account on or before the last working day of each month, subject to statutory deductions.

In accordance with the Analyst salary framework , your next salary review will be in the quarterly review cycle following the completion of 12 months in the role. Any subsequent increase after this will be as per the company's Annual Review Cycle, as laid out below.

The annual performance appraisal cycle is from January to December. Your base salary will be reviewed by Northern in or about April each calendar year, or at any other time determined by Northern from time to time. Annual salary adjustments will normally be effective on 1 April each year, subject to the rules in this regard and at Northern's absolute discretion.. In undertaking this review Northern may have regard to any matter in its absolute discretion. This review will not necessarily lead to an increase in your base salary. There will be no review of salary after notice has been given by either party to terminate youremployment.

You consent to the deduction of any sums you owe to Northern at any time from your salary or from any payment due from Northern to you. You also agree to make any payment to Northern of any sums owed by you to Northern upon demand by Northern at any time.

10. Benefits

The benefits set out below are discretionary and may be varied or removed by Northern at any time without notice.

(a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;

(b) Northern offers Private Health Insurance for all employees and their dependents (as defined by the insurers) from the first day of employment;

(c) Personal Accident Insurance is provided for all Northern employees; and

(d) Group Term Life Insurance is provided for all Northern employees.

The above-mentioned insurance benefits are subject to: (i) acceptance by the insurers; (ii) the terms and conditions of the insurance policy (which may change from time to time); (iii) the premium being at a rate which Northern considers reasonable; and (iv) the agreements with the insurers. Benefits may be restricted both on an individual and/or aggregate basis. If an insurance provider refuses for any reason to provide insurance for you, Northern shall not be

liable to provide you with any benefit of the same or similar kind or to pay any compensation in lieu of such benefit. Please refer to the Northern Trust India Employee Handbook for further information.

11. Retirals

You will be eligible to participate in the Provident Fund and Gratuity Scheme, subject to the terms and conditions of the Fund and Scheme from time to time in force as prescribed under law. You will be provided with the details and terms and conditions at the time of your joining. Subject to applicable law, Northern reserves the right to terminate or substitute another fund and scheme.

12. Hours

Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Your initial login time will be **13.30 IST**. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered.

Work patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary. The position will, from time to time, require work on additional hours. You will be compensated for such hours worked according to Northern's overtime policy if you are an overtime eligible partner.

Where required by Northern, you must accurately record your start and finishing times, and also the hours which you work each day.

13. Leave

(a) Annual leave

Northern's holiday year runs from 1st January to 31st December. Your Annual Leave entitlement of 22 days must be taken during the appropriate holiday year.

You are entitled to payment in lieu of any accrued but unutilised annual leave and termination of employment. If you have exceeded your leave entitlement and leaving Northern, a deduction will be needed from your salary in consultation with you.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

(b) **Sick and casual leave**

12 days of sick leave and casual leave (together) for sickness, accident or situations of emergency.

(c) **Public / National Holidays**

Northern recognises 10 days of national and local Public holidays. Details are contained in the Northern Trust India Employee Handbook and as currently in place and amended by Northern from time to time.

Further details about holidays and leave entitlement are contained in the Northern Trust India Employee Handbook. Details of authorised leave other than leave entitlement will also be found in the Northern Trust India Employee Handbook.

14. Expenses

Northern will reimburse you for all reasonable business expenses properly incurred by you in the course of the performance of your duties. Any reimbursement is conditional upon the presentation of expense statements, receipts or other supporting documentation that Northern may reasonably require. A request for an expense reimbursement may be denied if it is not accompanied by the required documentation.

You agree that expenses drawn on Northern's credit card (which may be available for your use), which you have not accounted for in accordance with Northern's expense reporting policy within one month of the due date of the credit card company's invoice, may be set off by Northern against your net salary.

15. Travel

You may be required by Northern to travel from time to time in order to perform the duties of your position, without any additional remuneration.

16. Notice and Termination

Following the successful completion of your probationary period, the length of notice to terminate your employment which you are obliged to give to Northern, or Northern is obliged to give to you, will be **60** Days.

Northern reserves the right to make a payment of salary in lieu of notice. For the avoidance of doubt, a payment in lieu shall not include any element in respect of insured benefits (e.g. health, life and travel) or holiday entitlement which may otherwise have accrued during the period in respect of which the payment in lieu is made.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

During any period of notice of termination, whether given by Northern or you, Northern shall be under no obligation to assign any duties to you or to provide any work and shall be entitled to exclude you from its premises and prevent your contacting any member of Northern's staff, clients or suppliers, provided that this shall not affect your entitlement to receive your normal contractual payments. For the avoidance of doubt, during any such period, you may not undertake work of any nature on behalf of or for the benefit of any third party and you remain obliged to comply with your confidentiality obligations.

If you have resigned from employment, Northern may, at its sole discretion waive all or part of the notice, or allow you to pay in lieu of the notice period (or any remaining part of the notice period). Any resignation would have to be accepted by Northern to become effective. However, in case any disciplinary proceedings are either contemplated or pending against you or if there are certain business exigencies, Northern will have the right not to accept your resignation. Once accepted, the resignation cannot be withdrawn without express consent of Northern.

Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you complete the age of 60 years as per the organization’s record.

Nothing in this Employment Agreement shall prevent the giving of a lesser period of notice by either Party where it is mutually agreed.

If you are prevented, at any time, by ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform Northern and supply it with such details as may be required, and if you are unable by reason of ill-health or accident or disability, for a period of 9 months or more to perform your duties hereunder, Northern may forthwith terminate your employment.

You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of your employment for any reason whatsoever.

Northern shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit an act of misconduct or are otherwise in serious breach of this Employment Agreement or your obligations as an employee or if you fail to maintain a valid right to work and reside in India. An indicative list of acts which constitute misconduct is set out below (and also in the Northern Trust India Employee Handbook):

(a) fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust;

(b) dishonesty, embezzlement, larceny or misappropriation of Northern or client funds or property;

(c) possession, use, copying or reading of corporate records without appropriate authorization, or disclosure of confidential information concerning financial, business or work information concerning Northern or any Associated Company or if it's one of their clients;

(d) refusal to cooperate in any investigation deemed necessary by Northern;

(e) falsification, alteration, forgery or destruction of any records, history, data, instrument, attendance information or any other corporate records;;

(f) removal of, damage to, or misuse of Northern's or any person's property;

(g) improper or unauthorized use of funds property or services;

(h) workplace violence or the commission of, or threat to commit injury or damage against any person or his/her property; and

(i) illegal or unauthorized possession, selling, delivery or use of intoxicants, narcotics or controlled substances any time during employment or while on premises or on corporate business.

(j) Breach of any clauses of the Company's regulations/policies.

These are not intended to be exhaustive, and may be supplemented by area work rules in particular units. Northern also reserves the right to issue discipline up to and including dismissal for any other action which in its sole discretion it deems unacceptable. Disregard of Northern's performance or conduct standards may result in disciplinary action up to and including termination.

17. Obligations on Termination

On leaving employment you must return all property, documents and correspondence belonging to or relating to Northern, any Associated Company or its or their customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

Upon the termination of your employment, for whatever reason, you shall resign from all offices (if any) held by you in Northern and/or any Associated Company and in the event of failure to do so, Northern is hereby authorised to appoint a person in your name and on your behalf to execute all documents and to do all things requisite to that effect.

18. Suspension

If Northern suspects that you have been involved in any improper conduct or involved in any misconduct or other conduct which in the reasonable opinion of Northern may impact upon

your ability to carry out your duties and responsibilities under this Employment Agreement or may cause damage to Northern's business or reputation, Northern may do the following for the purposes of conducting an investigation:

(a) suspend you from performing the duties and responsibilities of your position for a period determined by Northern;

(b) direct you not to attend the workplace, communicate with fellow employees, customers, suppliers or clients of Northern or any other persons involved in the conduct which is being investigated, or otherwise interfere with the conduct of the investigation; and

(c) appoint any person to conduct the investigation and direct you to provide any assistance and answer any questions required for the investigation.

During the period of suspension you will continue to receive the remuneration under this Employment Agreement.

Any suspension under this clause will not be treated as disciplinary action by Northern, but will be instituted solely for the purpose of conducting an investigation.

19. Disciplinary procedures

You are subject to the disciplinary rules and procedures set out in the Northern Trust India Employee Handbook. In cases of misconduct you may be dismissed without notice or pay in lieu of notice.

20. Grievance procedure

If you have a grievance or are dissatisfied with anything affecting your employment you have the right to raise the matter in accordance with the procedure set out in the Northern Trust India Employee Handbook.

21. Collective agreements

As per the date of this Employment Agreement, no collective agreements directly affect your terms and conditions of employment.

22. Northern Trust India Employee Handbook

The provisions of Northern Trust India Employee Handbook apply to your employment. The Northern Trust India Employee Handbook sets out additional terms of employment with which you are obliged to comply. These terms do not form a part of your Employment Agreement. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

23. Compliance

Various Associated Companies for which you may be asked to work are subject to additional legal and regulatory requirements of other countries. In addition, all Northern Trust activities are subject to supervision by the Federal Reserve Bank of Chicago and where relevant, by the Reserve Bank of India. You are therefore required to conduct your business and outside activities in accordance with all applicable legal and regulatory requirements, as set out in relevant Corporation Policies, and other written guidance. Failure to do so may result in disciplinary action being taken by Northern. In particular, your attention is drawn to the regulatory requirements described below, which may be applicable to your activities:

(a) Personal Investment Transactions

Associated Companies' activities enable certain staff to have access to information concerning the purchase and sale of investments, which if misused, could involve a breach of the law, regulatory rules and have an adverse effect on clients. Therefore, you are required to adhere to Northern's rules concerning the authorization and notification of personal investment transactions.

(b) Anti - Money Laundering

You are required to complete Anti-Money Laundering training on a periodic basis. You will be advised of your training requirements at the commencement of your employment.

(c) Dealing Rules

You are required at all times to abide by all applicable laws, regulations or rules governing the business or businesses in which Northern operates

(d) Standards of Conduct

The Northern Trust Corporation Code of Business Conduct and Ethics (Code of Conduct) is a statement of basic principles to be followed by all employees. The Standards of Conduct Policy supplements and provides further detail to the Code of Conduct concerning business ethics and standards. You will be required to acknowledge the Standards of Conduct Policy and all policies listed therein on an annual basis.

They can be found under Partner Passport > About Northern Trust > Corporate Ethics. You should read these policies carefully and comply with the guidelines at all times.

Upon joining Northern you will be provided with a copy of all relevant Corporation Policies and will be asked to confirm your acknowledgment of all of the terms contained therein.

You do not become an employee, or agent, or contractor of any other Associated Companies just by performing services, and/or by carrying out duties or responsibilities for

such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

24. <u>Confidential information</u>

You are obliged to comply with the terms of the Non-Solicitation and Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation and Confidentiality Agreement is enclosed with this Employment Agreement and forms part of the terms and conditions of your employment. In accepting the enclosed Non-Solicitation and Confidentiality Agreement, you confirm and acknowledge that you have received the document, that you have read and understood it and that you agree to abide by its contents.

You shall not disclose to Northern, or use for its benefit, any proprietary or trade secret information to which you may have had access while employed elsewhere. You shall not bring to Northern's facilities any materials or documents belonging to any other person or company, including but not limited to customer lists.

25. <u>Inventions</u>

Any work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), designs or copyright work and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time, made by you during the course of your employment by Northern whether or not in the course of your duties and whether for Northern or any Associated Company ("Intellectual Property") shall be the exclusive property of Northern. All such Intellectual Property shall be regarded as having been created under a contract of service. In consideration of your employment with Northern, you hereby transfer and assign in favour of Northern, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Northern does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with Northern in perfecting Northern's rights in the Intellectual Property. You undertake at the expense of Northern to execute any formal and

additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such Intellectual Property.

The obligations set out in this section shall survive the termination of your employment. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure Northern and its business in a manner inadequately compensable in damages and that Northern may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

26. Communication

You shall keep Northern informed of your latest postal address at all times and inform Northern in writing of any change in address. Any communication sent to you by Northern on your last known address shall be deemed to be duly served notwithstanding the fact that you have changed your address if this change was not previously advised in writing to Northern.

27. Dual Employment

You are not and will not be subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern.

28. Amendments

Subject to applicable laws, Northern reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you in writing.

29. Acceptable Use

Northern may provide you with access to certain facilities, including email and internet services, computer systems, telephone services (mobile and landline), facsimile machines and photocopying facilities. You must use these facilities in accordance with any applicable Code of Conduct or policy.

You shall have access to e-mail and the Internet, for the better performance of your duties. You agree to comply with Northern's policies regarding the use of Northern's computers, e-mail system, Internet services and other software programmes. You are aware that Northern has complete access to all material and e-mail correspondence and an overview of Internet usage that is saved in or performed via Northern's data system.

Northern reserves the right to monitor all e-mails/Internet activity by you for the purposes of managing your employment and to ensure compliance with Northern's applicable policies and procedures.

30. Employee's Representations and Warranties

This Employment Agreement and your employment with Northern are at all times conditional upon:

(a) your obtaining and retaining all necessary visas, work permits, licenses, registrations, or memberships to enable you to lawfully reside and work in India and fulfil the duties of your position;

(b) your being competent to properly carry out the duties of your position and that any representations as to the qualifications, skills, experience, industry knowledge, business influence, client contacts, and employment history made by you or a person on your behalf are true and correct; and

(c) your not being subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and your not breaching any obligation to a third party by entering into this contract.

You acknowledge that in entering into this Employment Agreement, you have not relied on any representations, assurances, warranties, or understandings about its subject matter, except as provided in this Employment Agreement.

31. Miscellaneous

This Employment Agreement, the Non-Solicitation and Confidentiality Agreement and the other documents referred to herein constitute the entire agreement relating to your employment and supersedes all (if any) prior offers, subsisting agreements and undertakings (written or oral), with respect to your employment by Northern which such agreements, arrangements and understandings shall be deemed to have been terminated by mutual consent. You warrant that you have not entered into this Employment Agreement in reliance on any warranty representation or undertaking of any nature whatsoever which is not contained in or specifically incorporated in this Employment Agreement.

The expiration or determination of this Employment Agreement, howsoever arising, shall not affect such of the provisions hereof as are expressed to operate or have effect thereafter, and shall be without prejudice to any right of action already accrued to either party in respect of any breach of this Employment Agreement by the other party.

No delay, failure or omission on the part of Northern to exercise any of its powers, rights or remedies under this Employment Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.If, at any time, any provision of this Employment Agreement is or becomes illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions shall not be impaired or affected.

NORTHERN TRUST

32. Governing Law and Jurisdiction

This Employment Agreement is governed and construed in accordance with Indian laws. The courts at Bangalore shall have the exclusive jurisdiction over all disputes or claims between you and Northern under this Employment Agreement. Any dispute, controversy or claim arising out of or in connection with the Employment Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Bangalore. The language of arbitration will be English. If any provision of this Employment Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Employment Agreement but without invalidating any of the remaining provisions of this Employment Agreement.

33. Third Party Rights

Other than an Associated Company, any person who is not a party to this Employment Agreement has no right to enforce any term of this Employment Agreement.

34. Personal Data Protection

Please note that any personal data, which have been provided by you to Northern, its agents (including Personnel Risk Management), recruitment agencies or other third parties, in connection with your application to Northern for employment, including any sensitive personal data and any subsequent personal data supplied by you, in connection with your employment with Northern, will be held on a confidential basis. Northern will process these personal data (and may disclose them) for the purposes of offering you employment with Northern and all other purposes for which Northern deems fit.

For the purposes set out above, Northern may also transmit personal data about you overseas to other countries. Northern will take all reasonable steps to ensure that your data will be treated with an acceptable level of confidentiality.

By accepting and acknowledging this Employment Agreement, you consent to personal data (and, in particular, sensitive personal data) relating to you being held, processed or disclosed for the purposes set out above. You also consent to the transfer overseas of any such personal data by Northern as set out above.

35. Acknowledgment and Acceptance

If the terms and conditions of this Employment Agreement are acceptable to you, please confirm your acceptance by acknowledging (both electronically and in writing, where requested) and returning the enclosed copies of this Employment Agreement, the Non-Solicitation and Confidentiality Agreement and completing (and signifying your agreement to, where required) all of the documents listed on the enclosed checklist as indicated to Northern

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

Trust within seven days from the date of this Employment Agreement. If we do not receive this in the form mentioned above by the mentioned date, we will assume you do not wish to accept the terms and the offer will lapse and be void. Prior to this date, the offer is valid subject to your joining on or before the date mentioned on the Employment Agreement. If your agreed start date is not detailed in your Employment Agreement at this stage, you will be required to mention this on your first day of employment.

The terms of this offer are strictly confidential between you and Northern and any breach of this confidence will be viewed with utmost seriousness.

Northern Operating Services Private Limited

Note: This is a System Generated Document and does not require physical signature.

This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

Annexure 1

Salary Annexure

Salary Component	**Amount**
Basic	₹112,000
House Rent Allowance	₹44,800
Flexible Cash Component	₹123,200
Total Fixed Pay (TFP)	₹280,000
Retirals	
Employer's contribution to PF	₹21,600
Gratuity	₹5,387
Sub Total	₹26,987
Annual Fixed Pay (TFP + Retirals)	**₹306,987**
Monthly Gross	**₹23,333**

Additional Benefits:

(a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
(b) Private Health Insurance is provided to the employee and his/her dependants (as defined by the insurers);
(c) Life and Accident cover is provided for the employee only.

Note:

(a) Flexible cash component can be further used for claiming tax exemptions on LTA subject to limits.
(b) Shift allowance where applicable is paid as per prevalent policy.
(c) Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to Northern provided Insurance (for eligible employees only).

Northern Operating Services Private Limited

Note: This is a System Generated Document and does not require physical signature.

This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

NON-SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:

1. I agree and acknowledge: (a) that in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business; (b) that I will occupy a position of trust and confidence with respect to such Confidential Information; (c) that the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and (d) that such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically or in any other way any Confidential Information (or any copy thereof) from premises or property owned, used or leased by the Company, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designee at the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company.

B. Competitive Restrictions:

1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and for a period of six (6) months after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company: (a) provide, or directly assist in the provision of, any

Competitive Services or Products to any Client or Prospective Client (as defined below); (b) Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or (c) solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, nor provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in any country where the Company has carried out business in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located during the six (6) month period after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

5. If my employment with the Company lasts for less than six (6) months, the time period of the competitive restrictions provided for in this section shall be reduced to be equal to the number of months that I was employed by the Company.

6. Nothing in this Agreement is intended to prevent me from seeking or accepting employment with any other financial services institution, bank, trust company, brokerage firm, or other competing entity after the termination of my employment with the Company, so long as such employment does not violate the restrictions of this Section B.

C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company. I hereby unconditionally and irrevocably transfer and assign to the Company all right,

title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently have (or in the future may have) by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "works made for hire" as defined in the U.S. Copyright Act, 17 U.S.C.A. §101 et seq. (or equivalent local legislation as applicable), I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. To the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

1. "Company" means The Northern Trust Company, its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with The Northern Trust Company.

2. "Competitive Service or Product" means any service or product that satisfies both of the following criteria: (a) is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and (b) is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

3. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during the last twenty-four (24) months of my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with

which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during the last twelve (12) months of my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during the last twelve (12) months of my employment.

4. "Solicit" and "Solicitation" (with respect to Clients or Prospective Clients) mean directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client to: (a) surrender, redeem or terminate a product, service or relationship with the Company; (b) obtain any Competitive Service or Product from me or any third party; or (c) transfer a product, service or relationship from the Company to me or any third party.

5. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to: (a) client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and social security numbers or other government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential; (b) financial information, such as financial plans, reports, and forecasts; earnings figures; and profitability information; (c) corporate strategies, and business, marketing and/or strategic plans; (d) business procedures and methods, computer data, software, and systems designs of the Company; (e) all personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and (f) all information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

6. "Restricted Person" means any person of Officer level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) within the last six (6) months of my employment with the Company, and with whom I had material business-related contact, about whom I had access to

confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment with the Company or (if no such notice period exists) of ten (10) business days (two (2) weeks), setting out the date I want to leave, and (as soon as I know it) the name of my next employer, with a description of what my expected position will be. I agree that the Company may contact my new employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period of the restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Northern Trust Corporation subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns. This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

Date: 09-March-2022

Letter of Intent

Dear Deepa Dechamma,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I",** in our **Bangalore** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be **₹ 306,987** payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: • Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme • Private Health Insurance for self, spouse, children and either of parents or parents in law; • Accident insurance and • Life assurance
Conditional Offer	Your appointment as "**Analyst I**" with Northern is conditional upon: 1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern 2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

	3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; 6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of Intent.
Working Hours & Leave	Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.
Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment

Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

NORTHERN TRUST

Salary Break up Annexure

Name: Deepa Dechamma
Date: 09-March-2022

Salary Component	**Amount**
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
Retirals	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	**₹ 306,987**
Monthly Gross	**₹ 23,333**

Northern Operating Services Private Limited

Note: This is a System Generated Document and does not require physical signature.

This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Chandana , chandanashashidhar2001@gmail.com
Start Date: Will be Confirmed by HR as appropriate date approaches.

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Re: Fw: Omega Healthcare Campus hiring

SWATI RANI <swati.dm23454@greatlakes.edu.in> Thu, May 19, 2022 at 4:59 PM
To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: Sriram Natarajan <Sriram.Natarajan@omegahms.com>, Nitin Barekere <Nitin.Barekere@omegahms.com>, Aayush Sudhakar <aayush.sudhakar@omegahms.com>, ebenazer.paul@omegahms.com

Dear Ma'am,

I am Swati Rani, an HR Intern at Omega Healthcare. I am sharing the list of selected students. They have to give a versant test on Monday. For the Versant test they have to report to our office on Monday with their resume and valid government ID card.

Office Address:
Tower 3, Golf View Home, 24, Wind Tunnel Rd, Murgesh Pallya, Bengaluru, Karnataka 560017

Warm Regards
Swati Rani
HR Intern
Omega Healthcare
[Quoted text hidden]

Dayanand Sagar Shorlisted Students.xlsx
10K

Xpheno
Specialist Staffing

Candidate Code: CC008088

Name: Srisainidhi
Location : Bangalore

Letter of Intent / Offer Letter

Dear Srisainidhi**,**

Congratulations! We are pleased to inform you that you will be offered a fixed term employment at Xpheno Private Limited (hereinafter the Company), and would be deputed to our Client as **Accounts Payable Executive.** Your Job Location would be **Bangalore.**

Your Date of Joining will be **22/06/2022**

The following conditions will be applicable to you

1. Your contract will comens from 22/06/2022 and it will end on 21/06/2023 . You will subsequently receive an appointment letter, to this effect.
2. You would be required to abide by the code of conduct and ethics prescribed by the Company or its Client.
3. Your employment during the term of your Contract will be only with Xpheno Private Limited.
4. Your Monthly Gross Salary will be **Rs.17633.00.**
5. This is a letter of Intent. Your employment is subject to you receiving an appointment letter from the Company. You will be issued an appointment letter once you submit your details, documents in the online onboarding portal and clear background verification (if applicable) on or before your date of joining.

We look forward to you coming on board. Wish you the best!

For Xpheno Private Limited .,



Jayashree Prasad

Xpheno
Specialist Staffing

Annexure A
Salary Breakup

Candidate Code:CC008088

Emp Name:Srisainidhi

Details	Per Month	Per Annum
BASIC	16,279.00	195,348.00
Statutory Bonus	1,354.00	16,248.00
Gross	**17,633.00**	**211,596.00**
Employee PF	1,800.00	21,600.00
ESIC	133.00	1,596.00
PT	200.00	2,400.00
Total deductions	**2,133.00**	**25,596.00**
Net Salary (Gross-Total deductions)	**15,500.00**	**186,000.00**
Employer PF	1,800.00	21,600.00
Employer ESIC	574.00	6,888.00
Insurance	217.00	2,604.00
CTC = Gross salary + (CTC Components)	**20,224.00**	**242,688.00**

Xpheno
Specialist Staffing

Candidate Code: CC008087

Name: Rohith C
Location : Bangalore

Letter of Intent / Offer Letter

Dear **Rohith C,**

Congratulations! We are pleased to inform you that you will be offered a fixed term employment at Xpheno Private Limited (hereinafter the Company), and would be deputed to our Client as **Accounts Payable Executive.** Your Job Location would be **Bangalore.**

Your Date of Joining will be **22/06/2022**

The following conditions will be applicable to you

1. Your contract will comens from 22/06/2022 and it will end on 21/06/2023 . You will subsequently receive an appointment letter, to this effect.
2. You would be required to abide by the code of conduct and ethics prescribed by the Company or its Client.
3. Your employment during the term of your Contract will be only with Xpheno Private Limited.
4. Your Monthly Gross Salary will be **Rs.17633.00.**
5. This is a letter of Intent. Your employment is subject to you receiving an appointment letter from the Company. You will be issued an appointment letter once you submit your details, documents in the online onboarding portal and clear background verification (if applicable) on or before your date of joining.

We look forward to you coming on board. Wish you the best!

For Xpheno Private Limited .,



Jayashree Prasad

Xpheno
Specialist Staffing

Annexure A
Salary Breakup

Candidate Code:CC008087

Emp Name: Rohith C

Details	Per Month	Per Annum
BASIC	16,279.00	195,348.00
Statutory Bonus	1,354.00	16,248.00
Gross	**17,633.00**	**211,596.00**
Employee PF	1,800.00	21,600.00
ESIC	133.00	1,596.00
PT	200.00	2,400.00
Total deductions	**2,133.00**	**25,596.00**
Net Salary (Gross-Total deductions)	**15,500.00**	**186,000.00**
Employer PF	1,800.00	21,600.00
Employer ESIC	574.00	6,888.00
Insurance	217.00	2,604.00
CTC = Gross salary + (CTC Components)	**20,224.00**	**242,688.00**

RADHAMANI TEXTILES PVT. LTD.

CIN-U17120KA2008PTC115503

02 June 2022

To

MR. ABHISHEK D
S/O DHANANJAYA K H
 # 702, B C H C S LAYOUT,
VISHNUVARDHAN ROAD,
UTTARAHALLI,
BANGALORE SOUTH - 560061

Mobile No: 7022700556

Sub: Letter of Appointment

Dear MR. ABHISHEK D

With reference to your application & the subsequent interview you had with us, we are pleased to offer you the employment in our organization on the following terms & conditions.

1. Designation - **EXECUTIVE - CATALOG - ECOMMERCE MARKETPLACE**

2. Joining Date - **02 June 2022**

3. Location - **BANGALORE**

4. Salary break-up - **(As per ANNEXURE – I enclosed)**

5. You will be covered under the provident fund & 12% of your basic salary will be deducted towards P F every month and the company will also contribute to PF an amount equal to your contribution.

6. Gratuity - As per Gratuity Act

7. Leave - As per Factory Act

8. Probationary Period - You will be on probation for a period of 8 (Eight) months from the date of your joining. Based on your satisfactory performance, your services will be confirmed. During the probation either side can terminate the employment by giving 24 hours notice.

Office:No. 27,VTMS Arcade,Yellankunte, Behind Gold Hill Square, Mangammana Palya, Hosur Main Road, Bengaluru-560068.
Tel : 91-80 25735981/82. | Fax:91-80 25735983. | E-mail : bangalore@radhamanigroup.com | web : www.radhamanigroup.com
Factory : Plot Nos.314(p),315(p),316,317,318 & 319(p) Bommasandra - Jigani Link Road, Industrial Area, Jigani Post, Bengaluru South, Bengaluru - 560105.
Email : factory@radhamanigroup.com | web : www.radhamanigroup.com

9. Termination of Service

In the event of the company deciding to terminate your services any time after the first 8 (Eight) months (after confirmation), the company shall give 1 (one) month notice of termination or 1 (one) month Salary in lieu of 1 (one) month notice. So also if you desire to leave the services of the company, after confirmation, you shall give 1 (one) month notice of your intention to leave the services of the company. You shall train a person to replace you before leaving or 1 (one) month salary in lieu of notice period. However, it shall be open to the company to waive the notice period unilaterally & accept your notice of resignation as resignation itself.

10. Leave Rules in General

a) Any employee who desires to obtain leave shall apply to the HR Department only in writing. All Heads of department need to take their approval from Management and forward the same to HR. All junior staff need to intimate the leave requirement to their Department Head for approval and forward the same to HR. Mail confirmation copy towards leave approval / Leave application should reach HR prior in advance before taking the leave.

b) In the event of the employee applying for an extension of the period of his leave he shall make an application in writing 72 hours before the period of his originally sanctioned leave expires and the employer shall on receipt of such application inform the employee in writing at the address recorded by him whether extension of leave applied for has been sanctioned and if so how much period.

c) An employee who absent himself for 15 consecutive days or overstays leave (including Sundays & holidays) beyond the period of leave originally granted or subsequently extended by 8 consecutive days will be terminated from his employment and amount of notice period will be deducted at the time of settlement.

d) Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

11. Sexual Harassment Policy: This policy has been implemented already in the Company and the same is in force. You can get the necessary briefings from the HR Department for related contacts. Any incident occurred for any gender need to be informed to the concern person from Sexual Harassment panel to take necessary action immediately.

12. Transfer:

Your services can be transferred from one location to another of our branches any where in India from the existing place with the current pay structure / without any extra allowance. In case transfer is not acceptable from your end you will be terminated from the service from the company with immediate effect.

13. Other Terms & conditions

(a) You shall follow the schedule of hours from 10.00 a.m. to 6.00 p.m. of work prevailing at the office for other employees.

Office:No. 27,VTMS Arcade,Yellankunte,Behind Gold Hill Square, Mangammana Palya, Hosur Main Road, Bengaluru-560068.
Tel : 91-80 25735981/82. | Fax:91-80 25735983. | E-mail : bangalore@radhamanigroup.com | web : www.radhamanigroup.com
Factory : Plot Nos.314(p),315(p),316,317,318 & 319(p) Bommasandra - Jigani Link Road, Industrial Area, Jigani Post, Bengaluru South, Bengaluru - 560105.
Email : factory@radhamanigroup.com | web : www.radhamanigroup.com

(b) You shall devote entire time for the work of the company & shall work whole-heartedly & loyally during your service. You shall not disclose to any other person or company or any competitor of the company any information that comes to your knowledge during your services.

(c) For any service or notice or communication of whatever kind, you will be informed by ordinary post or courier at the address given by you at the time of employment or such other address, which may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient on you. It will be your duty to intimate in writing to the management whenever there is any change of address. Also, you will not refuse to accept any communication as offered to you for personal delivery.

(d) You will be bound by rules & regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any matter relating to service conditions which will be deemed as rules, regulations, orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing rules or to introduce fresh service rules which will be binding upon you.

(e) All company owned assets like mobile phone, Laptop etc., given to you need to be surrendered to the HR Department before leaving the organization. In case of not surrendering the total cost of the assets will be deducted from your settlement.

(f) The continuation of the service is subject to your being found and remaining medically, physically & mentally fit.

14. Retirement - You will be retired from the services of the company on your reaching 58 years of age.

We enclose herewith your salary break-up (Annexure-I) for your reference.

This offer of employment is made on the basis of information given by you in your application. If at any time found that any information given by you is false or incorrect, the company shall have the right to terminate your services on that ground. You are advised to submit a copy of your relieving letter from your past employer. If this offer of appointment is acceptable to you, please sign the duplicate copy of this letter in token of your having understood & having accepted the same.

Thanking You,
Yours Faithfully,

For RADHAMANI TEXTILES PVT LTD,

Authorised Signatory

Declaration
I have read / understood the above terms & conditions and agree to abide by them

(ABHISHEK D)

Office:No. 27,VTMS Arcade,Yellankunte, Behind Gold Hill Square, Mangammana Palya, Hosur Main Road, Bengaluru-560068.
Tel : 91-80 25735981/82. | Fax:91-80 25735983. | E-mail : bangalore@radhamanigroup.com | web : www.radhamanigroup.com
Factory : Plot Nos.314(p),315(p),316,317,318 & 319(p) Bommasandra - Jigani Link Road, Industrial Area, Jigani Post, Bengaluru South, Bengaluru - 560105.
Email : factory@radhamanigroup.com | web : www.radhamanigroup.com

RADHAMANI TEXTILES PVT. LTD.

CIN-U17120KA2008PTC115503

NAME: MR. ABHISHEK D

ANNEXURE - I (SALARY BREAK - UP)

PARTICULARS	GROSS CALCULATIONS MONTHLY	INHAND MONTHLY	ACCURALS /EARNS/DEDUCTIONS (Monthly Savings)	REMARKS
BASIC + DA	14465	12729	1736	PF deduction
HRA	5625	5625	-	
GROSS (A)	**20090**	**18354**	-	
ESI MONTHLY DEDUCTION		151	-	
P.TAX MONTHLY DEDUCTION		200	-	
NET IN HAND MONTHLY		**18003**	-	
EMPLOYER PF			1736	
EMPLOYER ESI			653	
LEAVE SALARY EARNED MONTHLY			966	
ACCURALS TOTALS EARNED EVENTUALLY (B)			**5091**	
TOTAL OF A+B MONTHLY CTC		**23445**		
TOTAL YEARLY CTC		**281340**		

For RADHAMANI TEXTILES PVT. LTD.,

AUTHORISED SIGNATORY

(SIGNATURE OF EMPLOYEE)

ABHISHEK D

Office:No. 27,VTMS Arcade,Yellankunte, Behind Gold Hill Square, Mangammana Palya, Hosur Main Road, Bengaluru-560068.
Tel : 91-80 25735981/82. | Fax:91-80 25735983. | E-mail : bangalore@radhamanigroup.com | web : www.radhamanigroup.com
Factory : Plot Nos.314(p),315(p),316,317,318 & 319(p) Bommasandra - Jigani Link Road, Industrial Area, Jigani Post, Bengaluru South, Bengaluru - 560105.
Email : factory@radhamanigroup.com | web : www.radhamanigroup.com

Letter of Intent

Bangalore
20/05/2022

Dear Arun S,

With reference to your application and the subsequent Interview you had with us, we are pleased to offer you the position of **"Management Trainee".**

If you agree to these terms, we would like you to join our company on **23/05/2022**

Your package for first Six Months of Training period will be **Rs. 25000/- per month (Take Home)**

Upon Successful Completion of your Training period you Salary Package will be **5,27,400 Per annum (CTC)**. Please see the **Annexure 1** for Break Up.

In case you fail to join on the aforementioned date, changes in the date of joining can be made on request after confirmation with HR. You are requested to report for duty as and when management asks.

Scanned with Oken Scanner

Office Address: -

425/39, 11th Cross, Vinayaka Nagar, Chinnayanpalya, and Wilson Garden Bangalore Karnataka 560027

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy.
- Medical Fitness Certificate from any Practicing Physician
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

SKW
INVESTMENT ADVISER

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned terms.

With Best wishes

SKW INVESTMENT ADVISER BENGALURU 560 027

Yours truly

SKW Investment Adviser

Scanned with Oken Scanner

Annexure 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT)	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	**33,950**	**5,27,400**

Scanned with Oken Scanner

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1st and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Period: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice period. The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the Company. Absence from a continuous period of 3 days without prior approval of your superiors (including overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

Scanned with Oken Scanner

Professional Ethics: Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part-time employment, trade, business, or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Verification: Your employment is contingent upon:
The Company receives satisfactory references or background check results. You are medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of the Company to take such action against you as it may be advised.

Scanned with Oken Scanner

square yards

Varun

CTC Structure After Confirmation	Yearly CTC	Monthly CTC
CTC	**300,000**	**25,000**
Earning		
Basic	195,000	16,250
HRA	83,400	6,950
Statutory Benefits		
PF (Employer Part)	21,600	1,800
Monthly Gross	**278,400**	**23,200**
PF (Employee Part)	21,600	1,800
P TAX	2,400	200
PA Cover	180	15
Mediclaim	4,800	400
Net Pay	**249,420**	**20,785**
Average incentive	150000	12500
Total	**450,000**	**37,500**

Average incentive - Variable performance Based Incentive

*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

square yards

Varun

CTC Structure During Probation	Yearly CTC	Monthly CTC
CTC	**207,504**	**17,292**
Earning		
Basic	134,878	11,240
HRA	35,955	2,996
Statutory Bonus	14,464	1,205
Statutory Benefits		
PF (Employer Part)	16,185	1,349
ESIC (Employer Part)	6,022	502
Monthly Gross	**185,297**	**15,441**
PF (Employee Part)	16,185	1,349
ESIC (Employee Part)	1,390	116
P TAX	2,400	200
PA Cover	180	15
Net Pay	**165,142**	**13,761**
Average incentive	150000	12500
Total	**357,504**	**29,792**

Average incentive - Variable performance Based Incentive

*In the event of mutual separation, your notice period would be 0 days till you’re on probation & 15 days after confirmation.

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Square Yards Campus

Sreeja Nair <sreeja.nair@squareyards.in> Sat, Jul 30, 2022 at 1:15 PM
To: placement@dayanandasagar.edu, savithakp@dayanandasagar.edu
Cc: Kanika Gupta Shori <kanika.gupta@squareyards.com>, ankit.saroj@squareyards.co.in, Saurabh S1 <saurabh.s1@squareyards.co.in>, Arpith Susarla <arpith.susarla@squareyards.co.in>, ravina.jadhav@squareyards.co.in

Dear Placement Team,

We are delighted to inform you, that we are very happy to welcome students of DSCE Bangalore - Dayananda Sagar College of Engineering, to SquareYards family.

PFA details of the selected students, along with their joining date and Location. Would request you to confirm,

if everyone is joining us, so that arrangements can be made accordingly.

Name	Ph. Number	Personal E-mailId	Work Location	Joining Date
DEEPAK C M	8050704886	deepu07cm@gmail.com	Bangalore (Smartworks)	2-Aug-22
Gourav Tiwary	8073394169	gourav.dsu86@gmail.com	Bangalore (Smartworks)	2-Aug-22
Kaushiki	6205028966	kkaushiki468@gmail.com	Bangalore (Smartworks)	2-Aug-22
Mohd Saalim ansari	8171586380	salimansari2710@gmail.com	Bangalore (Smartworks)	2-Aug-22
Nrusingh Charan Swain	6370765880	nrusinghcharanswain207@gmail.com	Mumbai Ackruti (Star 2nd Floor)	2-Aug-22
PAVAN KUMAR J V	7338572774	pavankumarjv24@gmail.com	Bangalore (Smartworks)	2-Aug-22
Priya.M	8431644646	priya.mahadev.321@gmail.com	Bangalore (Smartworks)	2-Aug-22
Sireen Ayoub	8494007981	ayoubsireen5@gmail.com	Bangalore (Smartworks)	2-Aug-22
Sunanda Sadhukhan	9905491277	sunandasadhukhan1@gmail.com	Bangalore (Smartworks)	2-Aug-22
Varun c	9035810654	gowdav4@gmail.com	Bangalore (Smartworks)	2-Aug-22

Thanks

Confidentiality Note: The contents of this message; including attachments, is for the exclusive use of the intended recipient(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient of this message, you should not read, use, copy, disclose or distribute it in any manner. If you have received this message in error, please notify us immediately by return email, preserve its confidentiality and delete it from your system.

Disclaimer: Contents of this message are for information purposes only and does not constitute an offer to purchase any property or to avail of any service. Square Yards makes no warranties or representations as to the accuracy and accepts no liability for the consequences of any actions taken on the basis of information provided in the message.

Fraud Warning: Square Yards is a zero brokerage company and doesn't charge any commission from individuals investing in primary or off-plan real estate or availing loans through us. **You are solely responsible for any such transactions you initiate**. If you come across instances of such demand by employees or associates of Square Yards, please reach out to us at info@squareyards.com

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219156964/Bangalore/BPS/BTN
Date:12/04/2022

Dear Mr. Asim Khan,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,



For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20219156964/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

upGrad

7 January 2022

Dear KUMAR SAURAV,

Congratulations! It is our pleasure to offer you the position of **"Admissions Counselor – Inside Sales (Inside Sales)"** at Grade **"G1"**with **upGrad Education Private Limited.**

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement ('upGrad")
2. You will be based at **Bangalore** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
    1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only).** This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
    2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **JUNE** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ('Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
10. This offer letter is non-binding on either party till the execution of the employment agreement.
11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

Preeti Kaul
President – Human Resources

Received & Accepted

KUMAR SAURAV
(Signature)

Annexure I

Name: KUMAR SAURAV
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Bangalore

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
Fixed CTC	**29,167**	**3,50,000**
Variable		4,00,000
Total CTC	**62,500**	**7,50,000**

Note:
1.Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8.Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9.The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

Annexure II

Documents Required

1.Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).

2.Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).

3.Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).

4.Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).

5.Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).

6.Four (4) passport size-colored photographs.

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559



Strictly Private and Confidential

23-Feb-2022

Nikhil Satish Dundur

C10845295

#6054, 6th block, Janapriya Bharath Enclave, Sunkadakatte, Magadi main road, Bengaluru

Subject: Offer of Employment (“Offer”)

Dear **Nikhil,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: d65e41dc-3f8a-45ad-a501-d3d595cba945_1
Signed By: Mahesh Vasudeo Zurale

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Nikhil Satish Dundur

Date:

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
   You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

  Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Strictly Private and Confidential

23-Feb-2022

Rithik S

C10845295

#A031, Rajendra Homes, Vijay Nagar, Bengaluru

Subject: Offer of Employment (“Offer”)

Dear Rithik,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: d65e41dc-3f8a-45ad-a501-d3d595cba945_1
Signed By: Mahesh Vasudeo Zurale

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Rithik S

Date:

 Candidate's Signature _____

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
   You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

  Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ADITYA BIRLA CAPITAL

PROTECTING INVESTING FINANCING ADVISING

18/03/2022

Diksha Dey,

D/o Deepak Dey, H No. 258,
Lokhwat Mandir, Pandu, Kamrup Metro,
Assam- 781012

Dear **Diksha,**

Subject: **Offer cum Appointment Letter**

Thank you for giving us the opportunity to meet with you and discuss possible employment with Aditya Birla Financial Shared Services Limited. On basis of our discussion and understanding we are pleased to appoint you with the Company as **"Relationship Executive".**

The terms and conditions of your appointment are as follows:

1. Your Fixed Pay will be Rs. 2, 00, 000/- (Two Lakh only) per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.

2. In addition to your Fixed Pay above, you will be covered under the Loan Disbursement Processing Incentive Scheme. The payout will be based on your performance and dependent on the parameters thatare defined under the Incentive Plan from time to time.

3. You will be governed as per Company's Career Progression Plan, as applicable in your grade and will be communicated to you on your joining. A copy of the same is also available on Company's intranet for perusal and understanding.

4. You will be required to provide the Company all documents and information as set forth under Annexure 'B'.

5. Your date of joining with the Company will be on or before **25-Jul-22.**

6. Your initial place of work will be **Bangalore**. The Company is a part of the Aditya Birla Group and the companies in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.

7. On joining, your services will deem to be under probationary review. Your services will be confirmed on successful completion of New Hire Goal sheet, as applicable in your grade and will be communicated toyou on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation.

8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.

9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:

    - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.

    - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.

10. You will retire from the services of the Company on attaining the superannuation age of Sixty(60) years. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.

11. You will be entitled to leave and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.

12. Whilst employed by the Company:

    - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission rom the Company.

    - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.

    - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.

    - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief. Therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce this paragraph.

- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.

- You confirm that you have fully disclosed all your business interests, whether or not they are similar to or in conflict with the business(es)or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

13. During the period of your employment with the Company and Six (6) months thereafter, you agree:

    - Not to directly or indirectly induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity.

    - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

    - To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.

14. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.

15. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.

16. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.

17. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

18. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 10 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Financial Shared Services Ltd.

Sincerely,



(Authorised Signatory)

Anunay Shrivastava
Senior Vice President – Human Resource

Agreed and Accepted

Diksha Dey

Annexure 'A'

Fixed Remuneration	Per Annum	Per Month
Basic Salary	80,000	6,667
House Rent Allowance	40,000	3,333
Education Allowance	2,400	200
Advance Against Statutory Bonus	16,800	1,400
Provident Fund (Employer's Contribution)	14,931	1244
Gratuity	3,848	321
LTA	0	0
Special Allowance	42,021	3502
Total	**2,00,000**	**16,667**

The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as maybe required in accordance with applicable legislation in force from time to time.

- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit
- Medical Reimbursement will be paid as a reimbursement on submission of original medical bills through the HRMS Portal

ADITYA BIRLA CAPITAL

PROTECTING INVESTING FINANCING ADVISING

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of LatestResume
- Copy of Permanent Account No. (**PAN**)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age(Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need tobesubmitted, if yourequire time to produce the relieving letter *Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.*
- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Coloured photographs
- Three professional references (with complete address andtelephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required

Please Note that Submission of allthe above-mentioned documents and completion ofalltheforms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

- the generation of Employee Code and Salary pay-out
- Your coverage under Mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Dayananda Sagar Institutions

Somanath Reddy <placement7@dayanandasagar.edu>

Fwd: Offer Letter & Confirmation

hr <hr@brickslane.com> Wed, Aug 17, 2022 at 4:45 PM
To: Somanath Reddy <placement7@dayanandasagar.edu>

Begin forwarded message:

From: altamash azam <altamashazam006@gmail.com>
Date: 31-Jan-2022 at 3:40 pm
To: hr <hr@brickslane.com>
Subject: Re: Offer Letter & Confirmation

Thank you for offering me the position of Business Development Executive profile at Brickslane (P R Ventures).
I am pleased to accept this offer and look forward to start working for you company . I send the kyc details below.
Sincerely,
ALTAMASH AZAM

On Wed, Jan 5, 2022, 7:05 PM hr <hr@brickslane.com> wrote:

> Dear Altamash,
>
> Greetings for the day!
>
> Heartiest Congratulations & Welcome to Brickslane 10X family 😊!
>
> This is to acknowledge and confirm that you have been shortlisted for Business Development Executive profile at Brickslane (P R Ventures).
>
> As discussed, your Salary Component would be 2.5 Lakh INR CTC yearly-Fixed plus Variable Component (Incentives). And your Reporting date is 1st February 2022.
>
> We would be requiring your basic KYC details- Aadhar & PAN for successful enrollment & a confirmation mail from your end.
>
> Would be looking forward for your revert at the earliest.
>
> P.S.- We believe in 10X, so we call our team, 10X Team which means 10X Energy>>10X Growth>>10X Earnings 😊
>
> Best Regards,
>
> Brickslane Team

2 attachments

FOS000402178894.pdf
247K

TapScanner 01-31-2022-15:37.pdf

353K

Dayananda Sagar Institutions

Somanath Reddy <placement7@dayanandasagar.edu>

Fwd: Offer Letter & Confirmation

Somanath Reddy <placement7@dayanandasagar.edu> Thu, Aug 18, 2022 at 2:15 PM
Draft

---------- Forwarded message ---------
From: **hr** <hr@brickslane.com>
Date: Wed, Aug 17, 2022 at 4:45 PM
Subject: Fwd: Offer Letter & Confirmation
To: Somanath Reddy <placement7@dayanandasagar.edu>

> Dear Viki Prasad,
>
> Greetings for the day!
>
> Heartiest Congratulations & Welcome to Brickslane 10X family 😊!
>
> This is to acknowledge and confirm that you have been shortlisted for Business Development Executive profile at Brickslane (P R Ventures).
>
> As discussed, your Salary Component would be 2.5 Lakh INR CTC yearly-Fixed plus Variable Component (Incentives). And your Reporting date is 1st February 2022.
>
> We would be requiring your basic KYC details- Aadhar & PAN for successful enrollment & a confirmation mail from your end.
>
> Would be looking forward for your revert at the earliest.
>
> P.S.- We believe in 10X, so we call our team, 10X Team which means 10X Energy>>10X Growth>>10X Earnings 😊
>
> Best Regards,
>
> Brickslane Team

Date: 7/2/2022

Name: Shaik Nizamuddin

Email: shaiknizam760@gmail.com

Phone No: -8792465631

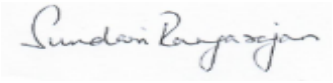
RE: OFFER FOR – Relationship Manager (Intern)

Following your application and subsequent interview, we are pleased to inform you that you have been considered for a RM(Intern) in this company for 6 months, as per the terms and conditions listed out in Annexure-1 to this offer letter. Your training will start with effect from **10/2/2022**. You are required to report to the person in charge, (Anjali HR) (Phone No.8951984815) for orientation on this day at 10am.

Kindly bring your Aadhar card, PAN card & marksheets with you to complete your joining formalities.

We wish that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

Yours faithfully



Sundari Rangarajan

Authorized signatory

Colife Advisory Pvt. Ltd.

INTERN'S DECLARATION

I accept the above terms and conditions

Name…… Sign……Date……...

Annexure-1

CLIP (Colife internship programme)

1. This program is for 6 months.
2. This program will be conducted in person, with stipend of Rs.6,000 per month, at our sales office.
3. Shared accommodation worth Rs.9,000 per month will be provided in Colive properties.
4. Additional Incentive up to Rs.15,000/- can be earned based on performance, under incentive schemes announced from time to time.
5. Company reserves the right to extend or terminate internship any time without any notice.
6. On successful completion of the Internship Program and successful performance appraisal and completion of Graduation degree you will be eligible for a full-time opportunity with the Company at the undermentioned package, at the sole discretion of the Company, as per terms and conditions laid down by the Company from time to time.

Total compensation: Rs. 4,56,000 pa (Rs.38,000pm) with a fixed component of Rs.2,16,000 pa (Rs.18,000 pm) and Variable component (incentive) Upto Rs.2,40,000 pa (Rs.20,000 pm) based on performance.

INTERN'S DECLARATION

I accept the above terms and conditions

Name…… Sign……Date…….

CONSULTANTS FACTORY

CONFIDENTIAL

Dear Mohammad Shoiab Sait

Date: 6th January 2022

Offer of Employment by TMMS Solutions Private Limited

With reference to your application and the subsequent interview you had with us, we are pleased to extend an offer of employment to you with TMMS Solutions Private Limited ("Company" which expression includes its successors-in-interest and assigns), in the position of **Trainee - Business Development in our Consulting Division.**

The Company is a rapidly evolving IT Management Consulting & Training organization.
We are sure that your association with us will be enriching and rewarding. Here, we strive to create a workplace that is teeming with intelligent and creative minds, a workplace where work-life balance is part of the culture of the organization, and a workplace where ownership, risk and initiative is rewarded and reinforced on a continuous basis.

The terms of our offer are outlined in the following pages. If there is anything that needs more clarity you can call the Human Resource Manager, **Ms. B V Rashmi at +91 9008354778** or mail at the following mail id: **hr@consultantsfactory.com**

If you are agreeable to the terms and conditions of appointment, then kindly confirm your acceptance of appointment by signing and sharing to us a copy of this letter by **7th January 2022**. This offer is valid up to this date only. Upon your acceptance, this offer letter, including the Terms and Conditions annexed hereto, shall become a binding contract.

We are confident that your employment with our Company will prove mutually beneficial and look forward to having you with us.

Sincerely,
For TMMS Solutions Private Limited

B V Rashmi
Associate Director- HR

Acceptance:
I accept the appointment and will join my duties with effect from_____.

Name:_____ Date: _____

TERMS AND CONDITIONS

At the time of joining, you are requested to submit the following documents:

1. Copies of Academic Qualifications (the originals will be returned to you after verification) – inclusive of 10th, plus 2 or equivalent, graduation and post-graduation (if any).
2. Experience Certificate, if any, including the offer letters and relieving letters from all the previous employer/s
3. Salary Certificate from the previous employer (If Applicable)
4. Two (2) passport size photographs
5. PF/EPF number, if any, from your previous organization
6. Copy of the passport
7. Copy of Income-Tax PAN Card/ PAN intimation letter from Income-Tax Department, if any.

Please note that the Company takes a very serious view if any of the foregoing information is suppressed or falsified. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.

Commencement:

Your employment with the Company will commence on or before **3rd February 2022**, and is subject to termination by either party as provided below.

Duties:

You will serve the Company in the role mentioned above and you will carry out such duties as required of you time to time.

You will devote full time, skill and attention to the work and business of the Company, and shall work faithfully, sincerely, diligently, efficiently and to the best of your ability to promote, continue and develop the interests of the Company. You will not place yourself in any position, or act in any manner, that conflicts with the interests of the Company.

The Company shall be at liberty to appoint any other person on a similar job title, jointly with you and to assign to him/her duties and responsibilities identical or similar to those placed upon you under this offer.

You will not, during your period of employment with the Company, directly or indirectly own, manage, operate, consult or be employed by any other business, whether on a full-time or part-time basis, without the express written consent of your Reporting Manager and the HR Team.

Probationary Period:

You will be on probation for a period of **three (3)** months from the date of joining. During your probationary period the Company would have the opportunity to assess your suitability for the position and the levels of your performance.

Upon completion of the **three (3)** months the Company may in writing confirm you in your employment or extend the period of probation or do neither, in which case the contract of employment will expire automatically.

Policies and Other Agreements:

In addition to the terms contained in the Offer Letter, your employment will also be regulated by the policies that may be made by the Company from time to time, including those provided in the Employee Handbook which is available for viewing on the company Intranet.

You will also execute such other agreements including the Non-Disclosure Agreement as may be required by the Company from time to time.

Hours of Work:

You are required to work on all days from Monday to Friday each week of every month. Standard working hours are **09.00 AM to 06.00 PM**., with Sixty (60) minutes of breaks. However, your actual working hours and working days (including working on public holidays) will often be determined by work flow and Company commitments. Any such work outside the working hours would not entitle you to any additional remuneration by way of overtime allowance or otherwise.

Location of Work:

You are required to work from our Bengaluru Office as your base location.

The Address is provided as below:
Consultants Factory
2nd Floor, 90/4, CRR Garden, Ward No. 193,
Arakere, Bannerghatta Road,
BTM 4th Stage, Bangalore-560076

Travel and Transfer:

Based on business contingencies and at the sole discretion of the Company you may be required to travel and/or be transferred to other locations of the Company, its affiliates, clients, vendors and other stakeholders in India or abroad either temporarily or for a longer term.

Remuneration:

During your Probation Period you will be offered a **fixed remuneration** of **Rs.18,000 per month + Performance Bonus** upto Rs.6000 per month on Target Accomplishment **+ Other Benefits** (Includes Provident Fund)

Upon completion of your probation period, the Company at its sole discretion and business requirements may or may not offer you a full time employment based on your performance.
In case you are offered a full time job opportunity in the role of **Business Development Executive**, you may be offered a **Total CTC of upto Rs. 7,00,000 Per Annum. It includes a Fixed remuneration of Rs. 3,00,000 per Annum** + **Variable Incentives** upto **3,00,000 Per Annum** + **Annual Performance Bonus upto Rs. 1,00,000** based on your individual and company's performance + **Other Benefits** (Includes PF and Medical Insurance).

You shall also be eligible for Gratuity, Payable at the time of exiting the company, provided you have completed a minimum of 5 years of service.

Relocation Reimbursements:

Reimbursement for your initial travel to Bangalore to report to work are stated as below:

- We shall reimburse your travel from your hometown/base location to Bangalore
- We shall provide accommodation and all meals for the first 7 days (6 nights)

Tax Deducted at Source:

As required by law the Company will deduct taxes at source on payments made or benefits given to you by the Company. Otherwise, you shall be responsible for taxes including filing tax returns.

Method of Payment:

Fixed component of your remuneration for a given month shall be paid on the 1st day of the next month in arrears. The Company reserves the right to vary this procedure at its option. Such variance, if any, will be communicated to you.

Review of Salary:

Your performance review shall be done during your appraisal meetings, scheduled at the end of 31st Mar 2023. Your reporting manager will set milestones to assess your performance.

Leave:

You will be entitled to leave of such types and for such duration as identified in a "Leave Policy" that the Company may issue and amend from time to time.

Non-compete and Non-solicit

During your employment and 12 calendar months thereafter from the date of the last date of employment with TMMS, you shall not directly or indirectly, in any capacity whatsoever become associated with, perform or render any services to, or conduct any activity for, or on behalf of, any business, trade, or profession which provides services similar to those provided by the Company; or directly or indirectly, call upon, contact, interfere with and/or solicit any existing or prospective customer or customers of the Company, or existing or prospective business opportunities, which were solicited, contacted, serviced, or whose account, existence or potential need for services came to the knowledge of Employee during the term of his/her relationship with the Company, for any purpose, including but not limited to, that of interfering with, diverting or taking away the business of such person or entity or providing services similar to, or competitive with, the services of Company; During your employment and thereafter you shall not directly or indirectly, alone or in any capacity, solicit or in any manner attempt to solicit or induce any person or persons engaged, retained, or employed by the Company or any affiliated entity, to leave such employment or violate their contractual obligations to the Company.

Termination:

During the period of probation, the Company reserves the right to terminate your employment at any time by giving written notice of 1 month (30 Days) without assigning any reason. During the probation period you may terminate your employment with the Company by giving written notice of 1 month (30 Days).

Only the Company may, at its discretion, terminate the appointment by giving 30 Day's salary in lieu of notice.

If you are a confirmed employee, your employment may be terminated at any time by yourself, or by the Company, with or without cause, by giving 2 months (60 Days) notice in writing to that effect. Only the Company may terminate your services by paying salary in lieu of notice; you shall serve out the notice period and fulfil your responsibilities unless the Company accepts payment of salary in lieu of notice.

However, your obligation to serve the notice period shall be a right in favour of the Company and in no case shall be construed as a right conferred on you; the Company may fully or partly waive its right to notice and relieve you from your duties without payment of salary in lieu thereof.

During the notice period you are not entitled to avail any leaves. Further, if the Company terminates your employment for misconduct the Company shall not give you notice or salary in lieu of notice.

The Company has the right to initiate legal action or any such action as it may feel right, against you and your family in case you fail to complete the above conditions and settle the dues with the Company.

Abandonment:

You will be deemed to have abandoned and given up your lien on your employment if you remain absent from work for a continuous period of 5 (five) working days without communicating the reasons for your absence. Consequently, your services will automatically stand terminated from the 6th day of absence. However, the Company may, at its option, and for satisfactory cause shown, condone your absence.

Confidentiality:

This offer of employment is made to you in confidence, and its terms must not be disclosed by you to anyone outside your immediate family. Your other obligations of confidentiality shall be governed by the terms of the Non-Disclosure Agreement and Information Security Policy.

Dispute Resolution:

The laws of India shall govern these terms and conditions. Disputes hereunder shall be referred to a single arbitrator in accordance with the procedure established by the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Bangalore. The language of arbitration shall be English. In the event that parties need to seek and obtain an injunctive remedy, they hereby consent to the exclusive jurisdiction of the Courts in Bangalore Urban District.

Miscellaneous:

On the day of joining, you will be required to execute and accept the Company's Non-disclosure Agreement and Information Security Policy and such other standard agreements as the company requires its employees to sign. The Company reserves the right to conduct background investigations and/or checks on all of its potential employees. If, upon investigation/verification, the Company should find any discrepancy in your educational or employment details as provided in your resume, the Company will revoke this offer of employment stating the exact reasons for the same.

If you have any information to divulge, including the existence of any bonds/ agreements signed with your previous employer that may have an adverse impact on you accepting this offer of employment, we urge you to bring the same to the notice of the Company immediately. Please note that if any of

the information and documents provided by you at the time of joining is false, or if you suppress any material information at the time of joining, the Company takes a very serious view of the matter. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.

For TMMS Solutions Private Limited	For Employee
	
B V. Rashmi	Shubham Vernekar

DocuSign Envelope ID: 574B1322-522F-48F4-AEEE-84E11F43B41F

Deloitte.

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Nov 23, 2022

Ms. Nakshatra N
Ac-2, Ardmore Block, Magan Golden Metro Apartments, Near Abbaiah Naidu Studio, Chikkalasandra, Bengaluru, 560061
India

Subject: Offer of Employment

Dear Nakshatra N:

On behalf of **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **February 20, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **February 20, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **February 20, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Nakshatra, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Best regards,

By: DocuSigned by: Chandra Shekar Heggunur Shivaramu
CB17BE5466824417
Signature

Authorized Signatory

Acceptance

I, **Nakshatra**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature _____ Date _____

DocuSign Envelope ID: 574B1322-522F-48F4-AEEE-84E11F43B41F

Annexure A

Ms. Nakshatra N **Associate Analyst**

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	**9,500**	**114,000**
House Rent Allowance (HRA)	**4,750**	**57,000**
Special Allowance[1a & 1b]	**5,384**	**64,608**
Leave Travel Allowance[2]	**950**	**11,400**
Differential Allowance	**3,160**	**37,920**
Meal Card[3]	**2,200**	**26,400**
Employer's contribution to PF	**1,140**	**13,680**
Total Salary (in Rs.)	**27,084**	**325,008**
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium[4]	**3,014**	**36,167**

*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India. You are eligible to participate in the company car lease program.

Contd/-....

Annexure A

[1]All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

	[1a]*Communication Expenses*	[1b]*Fuel Expenses*
Employee Level - Associate Analyst	*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*	*Petrol / Driver / Insurance / Repairs & Maintenance*
	Rs./₹3,000/- per month	**Rs./₹7,500/-** per month

[1a] The internet/telephone/mobile bills should be in the Employee's name.

[1b] For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	< = 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

[2] The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

[3] Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

[4] Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Dear Divya Shree

Congratulations!!

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of **Associate Specialist** at **Great West Global Business Services India Pvt. Ltd.** Your place of work would be **Bangalore** and the same is subject to change based on the business exigencies.

Your annual compensation (Fixed Pay) would amount to **INR 300,000 PA (INR Three Lakhs only).** Your bonus reward opportunity will be 8% of your earned Total Fixed Pay. Annual Bonus Program awards are contingent on a variety of factors including individual and company performance, and will be determined by the company in its sole discretion.

Your employment with Great West is contingent upon successful completion of the following conditions:

A) The company shall conduct background checks which may include your work history, education details, criminal history and other information as required by company policy, client requirement applicable laws as *per* normal process and procedures.

B) You are required to complete your current academic course with an aggregate **50%** in the first attempt in the current academic year.

Subject to satisfactory completion of the above conditions and at the sole discretion of the company, you will be formally offered to join **Great West Global Business Services India Pvt. Ltd.**

Our formal letter of appointment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact Ms. Neha Agarwal on neha.agarwal@empower.com

We once again like to congratulate you on your selection and welcome you to **Great West Global Business Services India Pvt. Ltd.** family and look forward to a long and mutually rewarding association.

Thanking You,
For Great West Global Business Services India Pvt. Ltd.

Ravi Chandra Kakolu
Title : Sr. HR Business Partner

Name:

Name of the Institute:

Date:

Signature:

FirstPrinciples

A VENTURE OF FIRSTPRINCIPLES MANAGEMENT PVT. LTD.

Date: May 21, 2022

Virat Singh Chauhan
Shivsadan Apartment,
Flat No. 202, Rajendranagar
Road No.2, B Rajendranagar
Rajendra Nagar Back Gate of
Ravindra Balika Hs School,
Patna, Bihar - 800016.
+91 7004254091

Sub: Letter of Intent

Dear Virat,

Congratulations on your selection for the **People Operations Trainee** role at FirstPrinciples! You will be issued a letter of appointment on the day of joining. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows:

1. Your annual Cost to Company (CTC) will be **INR/- 3,00,000** (Rs. Three Lakhs Only)
2. Your working hours with the company is 9 hours a day and 5 Days working.
3. The position carries a 6 (six) months probation period. The notice period is 7 days during the probation and 60 days post-confirmation. Upon completion of 6 months, you will be eligible for Health Insurance coverage of Rs. 5,00,000/- per annum for self, spouse, and kids. Additionally, you will be eligible for BYOD reimbursement as per company
4. Given the circumstances with COVID-19, all our physical workspaces remain closed for the foreseeable future and employees work safely from home.
5. Post consultation with you, the following has been agreed upon:
   - Date of Joining: **May 23, 2022**
   - Reporting Time: **10:00 AM**
6. You shall provide the company with all documents as set forth in Annexure A of this letter of intent.

You are requested to respond to this Letter of Intent within 2 days with your acceptance of the offer and joining date (along with resignation & resignation acceptance mail) failing which the offer stands canceled.
We wish you every success in your position and look forward to building our future together!

Yours sincerely,



Ameet Mehta | CEO

FirstPrinciples

Annexure – A

List of Documents

S.No.	Documents
1	X - Marksheet
2	X - Passing Certificate
3	XII - Marksheet
4	XII - Passing Certificate
5	Graduation - Marksheet with Roll/ Registration Number
6	Graduation - Degree
7	Post-Graduation - Marksheet with Roll/ Registration Number
8	Post-Graduation - Degree
9	Others (if any)
10	Certifications (if any)
11	Employment details of last organization - Offer letter, relieving letter, last 3 salary, FnF
12	Employment details of previous organizations - Experience letter/s
13	Passport size photo - 2
14	ID proof (PAN)
15	Address Proof (Passport)
16	Aadhar Card Copy

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Feedback Of CRM Students_Housewise

Priya Chakraborty <priyac@housewise.in> Fri, Jan 21, 2022 at 11:47 AM
To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>
Cc: Housewise Recruitment <careers@housewise.in>

Hello Ms. Geetha,

Please find the feedback of the students-

1. Md. Mahzain Parwez- Offer was discussed with him on call but he did not get back.
2. Ryan Bastin- Told cannot work full-time, have classes.
3. Gaurav Roy- Lack seriousness.

We think all the candidates are in two-minds and therefore not enthusiastic about the offer. So we would not be interested to go ahead with their candidature.

Regards,

Housewise

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Thu, 20 Jan 2022 12:23:31 +0530 **Priya Chakraborty <priyac@housewise.in>** wrote ----

Hello Ms. Geeta,

This is to inform- none of the students have been shortlisted for the Internship program. Thank you for all your efforts & co-ordination during the interview process.

Regards,

Housewise

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Tue, 18 Jan 2022 01:12:24 +0530 **Geetha Raheja <geetha.raheja@dayanandasagar.edu>** wrote ----

Thank you for sharing the schedule Priya.

On Mon 17 Jan, 2022, 3:29 PM Priya Chakraborty, <priyac@housewise.in> wrote:

> Hello Ms. Geetha,
>
> Kindly update the students with the below telephonic round of Interview for 18th January'22 :-

S. No.	Candidate Name	Interview Time
1	Gaurav Roy	10:00 AM
2	Ryan Noel Bastin	10:30 AM
3	Md. Mahzain Parwez	11:00 AM

They need to call Mr. Pryank Agrawal (CEO of Housewise)-+917755910850 at the given time slot. If sir do not respond/ his number is busy, kindly drop Sir a text on whatsapp with their details.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---- On Mon, 17 Jan 2022 14:30:06 +0530 **Geetha Raheja <geetha.raheja@dayanandasagar.edu>** wrote ----

Dear Priya,

As discussed, the students will be available for a 6 months internship. However, they would need to avail leave for their semester exams.

Regards,

Geetha Raheja

---------- Forwarded message ---------
From: **Geetha Raheja** <geetha.raheja@dayanandasagar.edu>
Date: Mon, Jan 17, 2022 at 2:24 PM
Subject: Re: Feedback Of CRM Internship Interview's_Housewise
To: Priya Chakraborty <priyac@housewise.in>
Cc: Housewise Recruitment <careers@housewise.in>, mahzain32 <mahzain32@gmail.com>, gauravroy13041998 <gaurav.roy13041998@gmail.com>, Shebeeb95 <Shebeeb95@gmail.com>, bastinryan <bastin.ryan@gmail.com>, Sathi Paul <ops30@housewise.in>

Dear Priya,

As discussed, the students will be available for a 6 months internship. However, they would need to avail leave for their semester exams.

Thanks & regards,

Geetha H Raheja
Placement Officer - DSI
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore-560 078. India.
Mobile: +91-9036968288

On Sat, Jan 15, 2022 at 4:24 PM Priya Chakraborty <priyac@housewise.in> wrote:

> Hello Ms. Geetha,
>
> Please find the feedback of the students after the 2nd round of Interview:
>
> 1. Gaurav Roy- Shortlisted for final round of interview
> 2. Ryan Noel Bastin- Shortlisted for final round of interview
> 3. Md. Mahzain Parwez- Shortlisted for final round of interview
> 4. Shebeeb ashraf- did not picked up the call

As discussed on call- I would require a written confirmation from your end that the students will agree on the below points, then only we can proceed with their final round of interview :
1. They need to work (Work from home) for 6 days in a week.
2. The official work timings will be 9 am - 6 pm (which might vary, as per the work assigned to them).
3. They should have a personal laptop/computer with a strong broadband connection at home.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Fri, 14 Jan 2022 18:36:41 +0530 **Priya Chakraborty <priyac@housewise.in>** wrote ----

Hello Ms. Geetha,

Kindly update the students with the below telephonic round of Interview :-

Interviewer Name: Ms. Sathi Paul (CRM Head)

Interview Date: 15th January'22

Interview Time: 11:00 AM- 01:00 PM

S. No.	Student Name	Contact Number	Interviewer Name
1	Gaurav Roy	8697205254	
2	Ryan Noel Bastin	9743674944	
3	Md Mahzain Parwez	8105405210	
4	Shebeeb ashraf	9072901603	Ms. Sathi Paul (CRM Head)

Note:- Kindly update the students, it's mandatory for them to go through the attached Job Description (CRM Intern) & company link before the Interview process.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Thu, 13 Jan 2022 16:53:54 +0530 **Priya Chakraborty <priyac@housewise.in>** wrote ----

Hello Ms. Geetha,

Thank you for the responses https://docs.google.com/spreadsheets/d/1e41q7Y66WeEl7fLcbc023DtptMywV3-UtvSy3JExmA0/edit?usp=sharing

Kindly update the students with the below telephonic round of Interview :-

Interviewer Name: Ms. Priya Chakraborty

Interview Date: 14th January'22

Interview Time: 3:00 PM- 05:00 PM

Note:- Kindly update the students, it's mandatory for them to go through the Job Description & company link before the Interview process.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Mon, 20 Dec 2021 12:23:56 +0530 **Priya Chakraborty <priyac@housewise.in>** wrote ----

Hello Ms. Geeta,

Please find the feedback sheet of the students who were interviewed yesterday. Only 2 students were aware of the interview & they were not shortlisted as they'll not be able to travel to Whitefield area.

Request you to kindly check with the students once again, if they are comfortable to travel to the below location & accordingly we can take it forward.

Job description

1. Collect data & documents by visiting the residents apartments (1 society to be managed)
2. Compile data into excel sheets as per the given format.
3. Ensure that all data is accurate and properly organized.
4. Ensure 100% confidentiality of the data.

Required Candidate profile:

1. Candidate must be comfortable to travel- **Thigalarapalya, Krishnarajapura, Bengaluru, Karnataka-560067.**
2. Must be a good team player.
3. Ambitious, curiosity and passion for learning.

4. Should be highly process driven and demonstrate high degree of ownership.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Fri, 17 Dec 2021 15:22:28 +0530 **Priya Chakraborty <priyac@housewise.in>** wrote ----

Hello Ms. Geetha,

Thank you for the responses, kindly update the students with the below telephonic round of Interview :-

Interviewer Name: Mr. Furquan Haque/Ms. Tabassum Nishad

Interview Date: 19th December 21

Interview Time: 3:00 PM- 05:00 PM

Note:- Kindly update the students, it's mandatory for them to go through the Job Description & company link before the Interview process & Students who are available for full-time will receive the call for Interview process.

Regards,

Priya Chakraborty, General Manager HR

91Springboard, 3rd Floor, Chandra Bhavan, 67-68, Nehru Place, New Delhi, Delhi 110019| Cell/WhatsApp: +91 9627929132

Rental Management Company - Pune, Bengaluru, Hyderabad, Chennai, Gurugram, Noida, Delhi, Mumbai,Kolkata,Ahmedabad

---

---- On Fri, 17 Dec 2021 13:19:38 +0530 **Geetha Raheja <geetha.raheja@dayanandasagar.edu>** wrote ----

---------- Forwarded message ---------
From: **Geetha Raheja** <geetha.raheja@dayanandasagar.edu>
Date: Thu, Dec 16, 2021 at 10:28 AM
Subject: Re: Housewise - Inernship Opportunity - Student Data Request
To: <mrs.sahana-dsjbs@dayanandasagar.edu>
Cc: <savithakp@dayanandasagar.edu>, Somanath Reddy <placement7@dayanandasagar.edu>

Dear Team,

As discussed, please find "**Housewise Internship List**" attached for your reference.

Please confirm the dates of the virtual interview rounds to help us keep students posted on the same.

Thanks & regards,

Geetha H Raheja
Placement Officer - DSI
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore-560 078. India.

Mobile: +91-9036968288

On Fri, Dec 10, 2021 at 4:25 PM Geetha Raheja <geetha.raheja@dayanandasagar.edu> wrote:

Dear Sahana,

We have a wonderful internship opportunity and the details are as follows:

Company Profile:- Housewise (https://housewise.in) is India's first professionally managed property management startup. Housewise was founded by graduates from IIT after several years of their leadership careers with the industry. Housewise provides property management services to non-residents from 27 countries in 10 cities at India – Pune, Bangalore, Hyderabad, Chennai, Delhi NCR, Mumbai, Ahmedabad and Kolkata.

The purpose of the company is to help Non-resident Indians manage their properties in India by unlocking the value of a large assets, leveraging technology and employing trusted professionals. Housewise is an ambitious startup, grew 3x during FY 2019-20, 2x during FY 20-21 and plan to grow 5X during FY 21-22.
We have been selected by IIM Calcutta Alumni among top 20 startups across India. It will be a great learning opportunity for the students to work with us for their future career prospects. Kindly circulate our offer among the students & share the list of the interested candidates. Request you to share the details of all the interested students in an excel sheet with the following details.

1. Name of the student
2. Contact Number
3. Current location within city
4. Course Name with stream & year
5. Percentage obtained in 10,12 & graduation.
6. Are students available to work full time/part-time?
7. Do you have a two-wheeler to commute within the city?
8. From when the students can start working with us? (Please specify the dates)
9. Any Internship/work experience in the past (If yes, please mention the details)

Please do the needful and send the details by EOD Monday.

Thanks & regards,

Geetha H Raheja
Placement Officer - DSI
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore-560 078. India.
Mobile: +91-9036968288



1.png
2K

IKEA/FY21/RTIN/BLR

13th May 2022

Manigandan,

Sub: Offer Letter

In continuation to our discussions, we are pleased to offer you the position Checkouts Co-Worker on weekly contract basis at IKEA Nagasandra as per the below contract details:

Contract Type: 24 hours per week
Number of worked hours each day: 8 hours

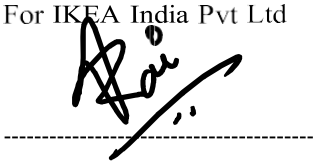
Please note that this would be a fixed term contract of Six months from the date of joining.

Your Monthly Gross Salary will be INR 18,065 (Eighteen Thousand Sixty Five) which is equivalent to Annual CTC of INR 2,60,856 as per the attached break-up (Appendix)

After receiving your acceptance of the above, a formal letter of Appointment will be given to you on the first day of your joining IKEA. We seek your confirmation on this offer till 20th May 2022 or else it is deemed void.

This offer is valid with the condition that your Background Verification is positive. Yours sincerely,

For IKEA India Pvt Ltd



Vinaya Rai

Unit People & Culture Manager

Authorized Signatory

I hereby accept this offer as a_____on the terms and conditions stipulated in this letter and confirm to join IKEA from_____.

Date…… (Signature)

Compensation Layout

Name	Manigandan
Designation	Checkouts Co-Worker
Department	Customer Relations
Location	Bangalore Store

Annexure I - Compensation Details

	Components	Monthly (INR)	Annual Component (INR)
A	Basic Salary	18,065	216,778
B	HRA	-	
C	LTA (Paid Annually)		
D	Conveyance Allowance	-	
E	Special Allowance	-	-
F	Annual Guaranteed Cash** (AGC = A+B+C+D+E)	18,065	216,778
G	One IKEA Bonus*** (on 100% target achievement)	Annual Component	18,065
H	Total Annual Cash (F+G)	18,065	234,842
I	Employer's contribution to PF	2,168	26,013
J	Cost to Company (CTC = H+I)	20,233	260,856

**Annual Guaranteed Cash is Gross. Statutory deductions (PF, Professional Tax, ESIC etc.) and tax will be deducted from Gross AGC, as applicable.

*** Our Annual Bonus programme is called One IKEA Bonus (OIB). The actual amount of OIB payout will be determined under the terms of the One IKEA Bonus global policy and may vary depending on the company's performance. The bonus is payable annually and is contingent on you being employed with the company on or before 1st March of a year. The amount specified above is on achieving 102% performance target

Note: IKEA at its sole discretion, alter, amend or discontinue any of these benefits at anytime to comply with statutory provisions.

Survey No. 12 & 13, Behind Nagasandra Metro Station
Nagasandra Village, Yeshwanthpur Hobli, North Taluk,
Bangalore – 560073; Tel: +91 80 6834 7900

Unit No. 421, DLF tower A, Jasola District Centre, New Delhi - 110 044.
Tel: +91 11 2694 2390 Fax: +91 11 2694 2376
IKEAIndia@IKEA.com www.IKEA.in CIN: U52399DL2013FTC256222

IKEA/FY21/RTIN/BLR

13th May 2022

Ryan Noel Bastin,

Sub: Offer Letter

In continuation to our discussions, we are pleased to offer you the position Checkouts Co-Worker on weekly contract basis at IKEA Nagasandra as per the below contract details:

Contract Type: 24 hours per week
Number of worked hours each day: 8 hours

Please note that this would be a fixed term contract of Six months from the date of joining.

Your Monthly Gross Salary will be INR 18,065 (Eighteen Thousand Sixty Five) which is equivalent to Annual CTC of INR 2,60,856 as per the attached break-up (Appendix)

After receiving your acceptance of the above, a formal letter of Appointment will be given to you on the first day of your joining IKEA. We seek your confirmation on this offer till 20th May 2022 or else it is deemed void.

This offer is valid with the condition that your Background Verification is positive. Yours sincerely,

For IKEA India Pvt Ltd



Vinaya Rai

Unit People & Culture Manager

Authorized Signatory

I hereby accept this offer as a _____on the terms and conditions stipulated in this letter and confirm to join IKEA from _____.

Date…… (Signature)

Compensation Layout

Name	Ryan Noel Bastin
Designation	Checkouts Co-Worker
Department	Customer Relations
Location	Bangalore Store

Annexure I - Compensation Details

	Components	Monthly (INR)	Annual Component (INR)
A	Basic Salary	18,065	216,778
B	HRA	-	
C	LTA (Paid Annually)		
D	Conveyance Allowance	-	
E	Special Allowance	-	-
F	Annual Guaranteed Cash** (AGC = A+B+C+D+E)	18,065	216,778
G	One IKEA Bonus*** (on 100% target achievement)	Annual Component	18,065
H	Total Annual Cash (F+G)	18,065	234,842
I	Employer's contribution to PF	2,168	26,013
J	Cost to Company (CTC = H+I)	20,233	260,856

**Annual Guaranteed Cash is Gross. Statutory deductions (PF, Professional Tax, ESIC etc.) and tax will be deducted from Gross AGC, as applicable.

*** Our Annual Bonus programme is called One IKEA Bonus (OIB). The actual amount of OIB payout will be determined under the terms of the One IKEA Bonus global policy and may vary depending on the company's performance. The bonus is payable annually and is contingent on you being employed with the company on or before 1st March of a year. The amount specified above is on achieving 102% performance target

Note: IKEA at its sole discretion, alter, amend or discontinue any of these benefits at anytime to comply with statutory provisions.

Survey No. 12 & 13, Behind Nagasandra Metro Station
Nagasandra Village, Yeshwanthpur Hobli, North Taluk,
Bangalore – 560073; Tel: +91 80 6834 7900

Unit No. 421, DLF tower A, Jasola District Centre, New Delhi - 110 044.
Tel: +91 11 2694 2390 Fax: +91 11 2694 2376
IKEAIndia@IKEA.com www.IKEA.in CIN: U52399DL2013FTC256222

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor TowerB, Hongasandra Village, Bommanahalli, Hosur Road, Bangalore -560068
(M):+917022374614.
www.intellipaat.c om

To **Date: 27th May, 2022**

Nishan P **Subject: Internship Offer Letter**

Dear Nishan P

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start **on1st June, 2022** for a period of **6** months. During this period, you will get paid **Rs. 22,000/**month (Rupees Twenty-Two Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your first month's salary(30Days Salary)will be dispersed along with your **4th** month's salary.
- During this Internship, you are eligible to get up to Rs **200,000**/- as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter/ any background verification in the future. ● Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be Rs **7,25,000** INR.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.

Again, congratulations and we look forward to working with you.

Yours truly, For Intellipaat Software Solutions Private Limited



Dewaker Singh Bisht
Director – Human Resources

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675

13 May 2022

Bharath BS (Bharath BS)
#284,8th main,50 feet road , Nagendra block
Bangalore, 560050

Dear Bharath BS,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement ("Agreement") with Refinitiv India Shared Services Private Limited, now a part of LSEG, London Stock Exchange Group.

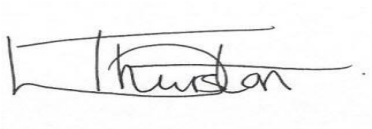
This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company.

Yours sincerely,



Laura Thurston Group Head of Global Talent Acquisition & WFP

Encl

- Summary of Key Terms
- Detailed Terms & Conditions
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 13 May 2022.

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senpati Bapat Marg, Mumbai 400 013, Maharashtra, India (the "Company"); and

(2) Bharath BS (Bharath BS), #284,8th main,50 feet road , Nagendra block, Bangalore, 560050 (the "Employee"Hitesh Raj (Hitesh Raj), #284,8th main,50 feet road , Nagendra block, Bangalore, 560050 (the "Employee"))

Name Bharath BS (Bharath BS)

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

"Group Company" means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

(a) that is directly or indirectly controlled by the Company, or

(b) that directly or indirectly controls the Company; or

(c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or

(d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) ormore of that company's issued ordinary share capital.

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role

Start Date

Your employment will commence on 30 May 2022(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required.

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40 hours each week, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Total Fixed Pay (TFP) will be INR ₹280,000.00per annum and is inclusive of your Basic salary of INR ₹195,600.00per year,

Employer's contribution towards Provident Fund of INR ₹23,472.00per year, Flexi Benefit Plan of INR ₹60,928.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Discretionary Bonus

You will be eligible to participate in the Bonus/Annual Incentive Plan (AIP) subject to its terms and conditions. Your annual incentive compensation target for this plan will be 6.0% of your Salary. Your bonus opportunity will range between 0% and a maximum of 200% of your annual incentive compensation target. The terms and conditions of the Bonus/AIP and the payments made are subject to the plan rules and may be varied from time to time by the Company in its absolute discretion.

Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be considered in satisfaction of (i.e., adjusted towards) the bonus payable based on profits as per the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

Annual Leave

You will be entitled to leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice [or such lesser period of notice which applies during your Probationary Period].

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non-solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics;
- Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing);
- Personal Account Dealing;
- Conflicts of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anticompetitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;

- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;
- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Conduct ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources. It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the Human Resources team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary

for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company's Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company's regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your leave will be paid at the rate of gross Salary (excluding employer's contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of

your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;

"***Intellectual Property Rights***" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

"***Invention***" means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

"***Works***" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty-free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);
- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company;
- to provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "***Confidential Information***" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or

equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;

- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD-ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step-children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if: a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or

- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or
- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or
- preach or incite violence at the Company's premises; or
- disclose confidential information of the Company without its written consent; or
- indulge in wilful slow down of work; or • abet or attempt to abet any of the above acts.

b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence notsubject to a custodial sentence); or

c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualificationssuspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or

d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time byjurisdictional regulatory authorities relevant to the Company or any Group Company; or

e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issuedby the Company or any Group Company (as amended and in force at the relevant time); or

f. you are disqualified from acting as a director of a company by order of a competent court; or

g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order madeagainst you; or

h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence fromwork due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform Human Resources of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;
- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms

of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued holiday including holiday which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, “executive status” means Group Executive, Managing Director, Director, Manager or anything else which replaces these grades and any employees with a lower corporate grade where they have had line manager responsibilities or have been engaged in work or projects, which in the Company’s reasonable opinion are key to its business.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);

- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's Human Resources team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at

9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

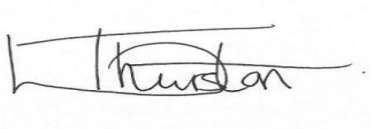
25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to HR, via Workday following the DocuSign e-sign steps, no later than 2 days from receiving the Agreement to accept.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.

Sincerely,



Laura Thurston Group Head of Global Talent Acquisition & WFP

On behalf of the company

_____

I Sachin Gowda (Sachin Gowda) accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and con accept the terms o the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Offer Accepted Signature:

Offer Accepted Printed Name:

Date:

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675

13 May 2022

Hitesh Raj (Hitesh Raj)
#284,8th main,50 feet road , Nagendra block
Bangalore, 560050

Dear Hitesh**,**

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement ("Agreement") with Refinitiv India Shared Services Private Limited, now a part of LSEG, London Stock Exchange Group.

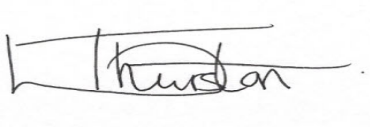
This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company.

Yours sincerely,



Laura Thurston
Group Head of Global Talent Acquisition & WFP

Encl

- Summary of Key Terms
- Detailed Terms & Conditions
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 13 May 2022.

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senpati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) Hitesh Raj (Hitesh Raj), #284,8th main,50 feet road , Nagendra block, Bangalore, 560050 (the “Employee”)

Name Hitesh Raj (Hitesh Raj)

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

"Group Company" means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

(a) that is directly or indirectly controlled by the Company, or

(b) that directly or indirectly controls the Company; or

(c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or

(d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role

Start Date

Your employment will commence on 30 May 2022(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required .

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically

lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40 hours each week, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Total Fixed Pay (TFP) will be INR ₹280,000.00per annum and is inclusive of your Basic salary of INR ₹195,600.00per year, Employer's contribution towards Provident Fund of INR ₹23,472.00per year, Flexi Benefit Plan of INR ₹60,928.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Discretionary Bonus

You will be eligible to participate in the Bonus/Annual Incentive Plan (AIP) subject to its terms and conditions. Your annual incentive compensation target for this plan will be 6.0% of your Salary. Your bonus opportunity will range between 0% and a maximum of 200% of your annual incentive compensation target. The terms and conditions of the Bonus/AIP and the payments made are subject to the plan rules and may be varied from time to time by the Company in its absolute discretion.

Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be considered in satisfaction of (i.e., adjusted towards) the bonus payable based on profits as per the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

Annual Leave

You will be entitled to leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice [or such lesser period of notice which applies during your Probationary Period].

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential

information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non-solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics;
- Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing);
- Personal Account Dealing;
- Conflicts of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;

- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Conduct ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources. It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the Human Resources team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company’s Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company’s regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not

give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your leave will be paid at the rate of gross Salary (excluding employer's contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;

"***Intellectual Property Rights***" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing

anywhere in the world.

"***Invention***" means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

"***Works***" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty-free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);
- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company;
- to provide all such information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an

interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "***Confidential Information***" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD-ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you

will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step-children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or
- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or
- preach or incite violence at the Company's premises; or
- disclose confidential information of the Company without its written consent; or
- indulge in wilful slow down of work; or
- abet or attempt to abet any of the above acts.

b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or

c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or

d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or

e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or

f. you are disqualified from acting as a director of a company by order of a competent court; or

g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or

h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform Human Resources of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;
- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued holiday including holiday which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and

- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, “executive status” means Group Executive, Managing Director, Director, Manager or anything else which replaces these grades and any employees with a lower corporate grade where they have had line manager responsibilities or have been engaged in work or projects, which in the Company’s reasonable opinion are key to its business.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's Human Resources team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

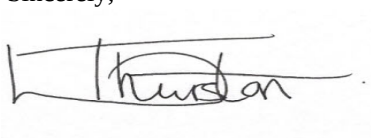
25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to HR, via Workday following the DocuSign e-sign steps, no later than 2 days from receiving the Agreement to accept.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.

Sincerely,



Laura Thurston

Group Head of Global Talent Acquisition & WFP

On behalf of the company

I Hitesh Raj (Hitesh Raj) accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Offer Accepted Signature:

Offer Accepted Printed Name:

Date:

Aarchya Nair
May 04th, 2022

Letter of Offer

Dear Aarchya,

We are pleased to offer you the position of 'Customer Experience Champion' at MiStay, with the date of joining as 19th May 2022.

You will be entitled to an annual cash remuneration of INR 2,42,400.

Should you wish to terminate your position, a notice period of 1 month is obligatory to be served. Your employment would be subject to the Terms & Conditions, mentioned in the detailed employee agreement, which will be issued to you on your joining day. We follow 5 working days in a week and you will require working as per the timings for the shifts allocated to you.

At MiStay, we have a bold and ambitious mission to change the rules of the travel industry and bring flexibility & fairness to travellers. We aspire to disrupt and drive innovation in every facet of the travel industry in order to empower people to achieve their travel dream. You will become part of a fast-paced and dedicated team that works together towards the company's vision.

As a member of the MiStay family, we would ask for your commitment to deliver outstanding quality and results that exceed expectations. In addition, we expect your personal accountability in all the actions, advice and results that you provide as a representative of MiStay. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Please sign and return a copy of this letter by 5th May 2022 as your acceptance of this offer.

Subsequent to the acceptance of this letter, you will be required to provide necessary information for standard background verification as well as sign acceptance of the detailed employee agreement.

We are confident you will find this new opportunity both challenging and rewarding.

Welcome to the MiStay family! We hope to share lots of coffees and happy moments with you for years to come.

For MiStay Hospitality Private Limited



……

Nupur
General Manager - Operations & BizDev
MiStay Hospitality Private Limited

Acceptance of Agreement

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

……

Name: Aarchya Nair
Designation: Customer Experience Champion
Place:
Date:

Motilal Oswal Financial Services Limited
CIN : L67190MH2005PLC153397
Regd. Office: Motilal Oswal Tower,
Rahimtullah Sayani Road, Opp. Parel ST Depot,
Prabhadevi, Mumbai – 400025.
Board: +91-22-71934200 / 71934263
Fax: +91 2250362365

Dated 01-Jun-22

To
Tarun Sharma
Bangalore

Subject: Letter of Intent (LOI)

Dear Tarun,

On behalf of the company, we are pleased to offer you the LOI. You will be absorbed into the business as an employee after the successful completion of the Motilal Oswal Ltd Corporate Driven Induction (CDI-1) for 1 month and Internship (CDI-2) Program for 3 months. As an employee you will be offered a CTC of INR 3, 00,000/-. The variable components after the completion of the program will be based on your performance and the details shall be discussed with your immediate manager post completion of the CDI program.

The CDI will be divided in 2 parts CDI-1 (Induction) and CDI-2 (Internship).
In CDI-1, we shall take you through the academia to corporate journey, familiarize you with the company policies, rules, regulations etc. and help you integrate into your role and corporate DNA.

Following CDI-1, you shall be inducted into CDI-2, where you shall be assigned a real-time role under supervision. We wish to inform you that in addition to the duties that were outlined to you during your interview process, you shall be required to perform such other activities as are customarily associated with such a position and as may be required from time to time.

Further during CDI-1 which is likely to begin on **01-Jun-22** and continues till **30-June-22** you shall not be given any compensation however during CDI-2 which is likely to begin on **01-July-22** and continues till **30-Sep-22**, you shall be compensated with a stipend of Rs.5000/- (Rupees Five Thousand only) per month. As an intern, you shall not be eligible for any other benefits and / or allowances as are applicable to the full-time employees of the company.
We wish to iterate as already stated during the interview session, that this LOI is conditional upon and subject to following terms and conditions.

- Successful completion of your study program (if any present during the commencement of CDI-1 & CDI-2).
- Your overall performance during CDI-2, which shall also include necessary soft skills, behaviour, attitude and more importantly your ability to be a team player in the Company.
- Maintenance of highest standards of ethics and integrity.

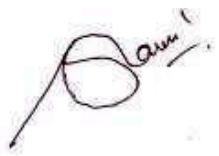
Motilal Oswal Financial Services Limited
CIN : L67190MH2005PLC153397
Regd. Office: Motilal Oswal Tower,
Rahimtullah Sayani Road, Opp. Parel ST Depot,
Prabhadevi, Mumbai – 400025.
Board: +91-22-71934200 / 71934263
Fax: +91 2250362365

We further clarify that the location for the internship and final employment will be decided by the Company, strictly in accordance with the requirement of the company and at its discretion. Details of the location for the internship and final employment shall be intimated to you a minimum of two (2) weeks before you join the company.
Company reserves the right to modify this LOI at any time, at its sole discretion. In addition to the terms and conditions mentioned in the LOI, you will be required to adhere to other relevant policies and procedures of the Company.

Kindly communicate acceptance of this LOI by submitting a duplicate copy of the same with your signature (along with the date) in the space provided below; within 7 working days from the date of receipt thereof.

We expect that you will devote your efforts to the Company faithfully and to the best of your ability.

Sincerely,



For Motilal Oswal Financial Services Limited

Sudhir Dhar
Executive Director – HR & Admin

Acceptance and Agreed

_____
DATE:

WILEY

PRIVATE & CONFIDENTIAL

01 August 2022

Shreya Nagesh
shreyanagesh99@gmail.com

LETTER OF INTERNSHIP (TRAINEE)

Dear Shreya

On behalf of the entire Wiley community, we would like to formally welcome you to the Wiley Edge Recruitment Program, in partnership with Wiley India Pvt Ltd.

During your application process, you have already shown how talented, motivated, and driven you are. Becoming a Wiley Edge intern will now empower you to translate your excellent academic knowledge to becoming a first class, job ready graduate. This program supports final year students/graduates like you and will help you to progress yourself into a strong candidate for an elite role, through one of Wiley Edge's prestigious FinTech clients.

Led by our subject matter experts, Wiley Edge delivers cutting-edge, role-specific technology training. You will be engaged in a supportive environment that promotes open discussions, collaboration, and intensive learning as a team. Additionally, once you successfully complete your internship training, you will secure your very first graduate role in banking sector via the Wiley Edge Alumni Program.

Wiley Edge agrees to provide the training course to you for a specified period, which shall normally be **5-7 weeks**. Your training will start from **01st August 2022**. You will be entitled to a one-time stipend of **INR 20,000** if the program is fully online.

You agree to attend the training five days a week at times stipulated by Wiley Edge. You agree to devote your full time, attention and abilities to the tasks and assignments set out in the training course.

CORPORATE OFFICE:
1402, 14th Floor, World Trade Tower,
Plot No. C-1, Sector – 16, NOIDA – 201301
T +0120 6291100
csupport@wiley.com | www.wiley.com | www.wileyindia.com

Wiley India Pvt. Ltd. is a private limited company registered in India.
Registered office address: 4436/7, Ansari Road, Daryaganj, New Delhi 110002, India
CIN No.: U74899DL1999PTC099286

WILEY

PRIVATE & CONFIDENTIAL

01 August 2022

Sumana H R
sumanahr03@gmail.com

LETTER OF INTERNSHIP (TRAINEE)

Dear Sumana

On behalf of the entire Wiley community, we would like to formally welcome you to the Wiley Edge Recruitment Program, in partnership with Wiley India Pvt Ltd.

During your application process, you have already shown how talented, motivated, and driven you are. Becoming a Wiley Edge intern will now empower you to translate your excellent academic knowledge to becoming a first class, job ready graduate. This program supports final year students/graduates like you and will help you to progress yourself into a strong candidate for an elite role, through one of Wiley Edge's prestigious FinTech clients.

Led by our subject matter experts, Wiley Edge delivers cutting-edge, role-specific technology training. You will be engaged in a supportive environment that promotes open discussions, collaboration, and intensive learning as a team. Additionally, once you successfully complete your internship training, you will secure your very first graduate role in banking sector via the Wiley Edge Alumni Program.

Wiley Edge agrees to provide the training course to you for a specified period, which shall normally be **5-7 weeks**. Your training will start from **01st August 2022**. You will be entitled to a one-time stipend of **INR 20,000** if the program is fully online.

You agree to attend the training five days a week at times stipulated by Wiley Edge. You agree to devote your full time, attention and abilities to the tasks and assignments set out in the training course.

CORPORATE OFFICE:
1402, 14th Floor, World Trade Tower,
Plot No. C-1, Sector – 16, NOIDA – 201301
T +0120 6291100
csupport@wiley.com | www.wiley.com | www.wileyindia.com

Wiley India Pvt. Ltd. is a private limited company registered in India.
Registered office address: 4436/7, Ansari Road, Daryaganj, New Delhi 110002, India
CIN No.: U74899DL1999PTC099286

4th February 2021

Sub: Offer of employment by Pin Click

Dear **Ankit Kumar,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* ***7th February 2022.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA**
   is applicable and attached herewith Annexure B.

2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Ankit Kumar**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2022***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
	Benefits		
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

* Two-wheeler is mandatory with valid driving license

* 7-10 days of training period

* In the above annexure 3000 rupees include Petrol allowance and 500 rupees mobile bill.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Ankit Kumar**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2022***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license

* In the above annexure 3000 rupees include Petrol allowance and 500 rupees mobile bill.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____Anticipated Start Date:_____

11th March 2022

Sub: Offer of employment by Pin Click

Dear **Sheebeb Ashraf,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* **14th March 2022**

The terms of our offer are as follows:

1. The details of your annual earnings are attached here with as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.

2. Your initial posting as a Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Sheebeb Ashraf**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	**14th March 2022**	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

**Note: ***Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license

* 7 days of training period

(3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Sheebeb Ashraf**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	**14th March 2022**	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

**Note: ***Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license

(3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____ Anticipated Start Date:_____

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Fwd: Campus Engagement Proposal - DSCE- Skolar

Savitha K P <savithakp@dayanandasagar.edu> Fri, Aug 26, 2022 at 11:32 AM
To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>, Guruvenkatesh M N <gm-cr@dayanandasagar.edu>

@Geetha Raheja - Check this and take it forward.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

---------- Forwarded message ---------
From: **Skolar Recruit** <recruit@skolar.in>
Date: Fri, Aug 26, 2022 at 11:14 AM
Subject: Campus Engagement Proposal - DSCE- Skolar
To: <savithakp@dayanandasagar.edu>

Hello,

Greetings from Skolar!

We are writing today to express our strong interest in partnering with your esteemed organization to recruit spirited interns for our organization.

Kindly go through the Recruitment proposal for the Business Development Trainee for the 2022/2023 batches. (All-Branches).

Skolar is an online learning platform started with an intent to help students and professionals get placed in their dream companies by providing them with the right training and path to outperform their placement exams. We have built training programs for both students in college who are applying for college placements and also for working professionals trying to switch between the companies. We dedicate our platform to providing you with the very best mentorship on our courses, with an emphasis on Interactive learning style, a great mentorship workaround, and affordability across all the courses thus helping students achieve more holistic education and prepare them for better career opportunities.

About Role: This is an Individual role in an employee-centered culture, an area where a candidate plays the main role of spreading the word about products, counseling students to increase their reach. As a BDI/BDT/BDA you're expected to find potential customers through cold calling, counsel the students to choose the right path, and understand the perception and needs of students.

- Employment Role - Full-time Business Development Trainee for 4-months.
- Duration: 4 - months with PPO based on the performance.
- Stipend: INR 15,000 to 20,000 + 10,000 (Incentives)

- CTC post-probation: 3 to 6 LPA (UG) / 4 to 7 LPA (PG)
- Work Location: Bengaluru.

Perks:

- An opportunity for a pre-placement offer of package upto 3 to 7 LPA.
- Internship Certificate.

Please feel free to contact us for further assistance.
For 2022 Batch you can share the link also : https://forms.gle/ghKiS3LhpFLCp5ix6

Skolar JD BDT_BDE.pdf

Thanks & Regards,

Ifra Moon
Human Resource, SKLR EDTEC PVT LTD

+91 80956 81117 | www.skolar.in

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

OL No: SKLR22-878

27 June 2022

Attach / Paste
Your Photo Here

Dear **Amit Kumar Singh**,

We congratulate you for being selected as Business Development Intern at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Intern** Training Date : **4 July 2022 to 13 July 2022** *(Unpaid)* OJT Start Date : **14 July 2022** OJT End Date : **13 November 2022**

COMPENSATION: ***(Subject to statutory deductions)***
Stipend : INR **15000** Per Month + INR **12000** as incentives Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to offer@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day ***(Inc. Lunch Break).*** **Job Type : Full Time Training.**

Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **4 July 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

skolar

sklr edtech private limited

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned back after completion of background verification..
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

skolar

sklr edtech private limited

OL No: SKLR22-878

27 June 2022

Attach / Paste
Your Photo Here

Dear **S Bharath Kumar**,

We congratulate you for being selected as Business Development Intern at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Intern**
Training Date : **4 July 2022 to 13 July 2022** *(Unpaid)*
OJT Start Date : **14 July 2022**
OJT End Date : **13 November 2022**

COMPENSATION: *(Subject to statutory deductions)*
Stipend : INR **15000** Per Month + INR **12000** as incentives
Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to offer@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day *(Inc. Lunch Break).*
Job Type : Full Time Training.
Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **4 July 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

skolar

sklr edtech private limited

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned back after completion of background verification..
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

skolar

sklr edtech private limited

OL No: SKLR22-878

27 June 2022

Attach / Paste
Your Photo Here

Dear **Kushal C L**,

We congratulate you for being selected as Business Development Intern at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Intern**
Training Date : **4 July 2022 to 13 July 2022** *(Unpaid)*
OJT Start Date : **14 July 2022**
OJT End Date : **13 November 2022**

COMPENSATION: *(Subject to statutory deductions)*
Stipend : INR **15000** Per Month + INR **12000** as incentives
Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to offer@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day *(Inc. Lunch Break).*
Job Type : Full Time Training.
Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **4 July 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

skolar

sklr edtech private limited

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned back after completion of background verification..
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

skolar

sklr edtech private limited

OL No: SKLR22-878

27 June 2022

Attach / Paste
Your Photo Here

Dear **Pooja TP**,

We congratulate you for being selected as Business Development Intern at **SKLR EDTECH PVT LTD** "At will basis" which can be extended. Please find the following confirmation of your Training :

Title : **Business Development Intern**
Training Date : **4 July 2022 to 13 July 2022** *(Unpaid)*
OJT Start Date : **14 July 2022**
OJT End Date : **13 November 2022**

COMPENSATION: *(Subject to statutory deductions)*
Stipend : INR **15000** Per Month + INR **12000** as incentives
Target : **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to offer@skolar.in within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **SKOLAR if we do not receive your acceptance as per the mentioned timeline.**

Working Hours : 9 Hours a day *(Inc. Lunch Break).*
Job Type : Full Time Training.
Location : Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skolar, and will report on or before **4 July 2022.**

SIGNATURE:_____ DATE:_____
(Candidate's Signature)

skolar

sklr edtech private limited

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The first 10 days of your training period will be unpaid as you will be undergoing various skill development activities.
- The original documents you provided will be returned back after completion of background verification..
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: ● 10th standard or equivalent examination ● 12th standard or equivalent examination ● Graduation ● Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR : ● Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: ● Bank PassBook First Page ● Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Any of the below mentioned Original Marksheet must be submitted for employment verification. ● 10th Standard Original Marksheet ● 12th Standard Original Marksheet ● Degree Consolidated Marksheet ● Diploma Consolidated Marksheet
6.	**Mandatory RT-PCR Report which should be taken 48 hours before reporting date OR 2nd Dose/Fully Vaccinated Certificate.**

SK\I
INVESTMENT ADVISER

Letter of Intent

Bangalore
20/05/2022

DearVignesh Biradar

With reference to your application and the subsequent Interview you had with us, we are pleased to offer you the position of "Management Trainee".

If you agree to these terms, we would like you to join our company on **23/05/2022**

Your package for first Six Months of Training period will be **Rs. 25000/- per month (Take Home)**

Upon Successful Completion of your Training period you Salary Package will be **5,27,400 Per annum (CTC).** Please see the **Annexure 1** for Break Up.

In case you fail to join on the aforementioned date, changes in the date of joining can be made on request after confirmation with HR. You are requested to report for duty as and when management asks.

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya, and Wilson Garden Bangalore Karnataka 560027

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy.
- Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes



Yours y

SKW Investment Adviser

Annexurc 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT) ,	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction i .	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	33,950	5,27,400

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the Company. Absence from a continuous period of 3 days without prior approval of your superiors (including overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage y time or attention to any full time or part-time employment, trade, business, or occupation, ıneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya, and Wilson Garden Bangalore Karnataka 560027

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy.
- Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes



Yours y

SKW Investment Adviser

Annexurc 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT) ,	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction i .	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	33,950	5,27,400

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the Company. Absence from a continuous period of 3 days without prior approval of your superiors (including overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage y time or attention to any full time or part-time employment, trade, business, or occupation, ıneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

SK\I
INVESTMENT ADVISER

Letter of Intent

Bangalore
20/05/2022

Dear Neelmani Shandilya

With reference to your application and the subsequent Interview you had with us, we are pleased to offer you the position of "Management Trainee".

If you agree to these terms, we would like you to join our company on **23/05/2022**

Your package for first Six Months of Training period will be **Rs. 25000/- per month (Take Home)**

Upon Successful Completion of your Training period you Salary Package will be **5,27,400 Per annum (CTC).** Please see the **Annexure 1** for Break Up.

In case you fail to join on the aforementioned date, changes in the date of joining can be made on request after confirmation with HR. You are requested to report for duty as and when management asks.

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya, and Wilson Garden Bangalore Karnataka 560027

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy.
- Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes



Yours y

SKW Investment Adviser

Annexurc 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT) ,	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction i .	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	33,950	5,27,400

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the Company. Absence from a continuous period of 3 days without prior approval of your superiors (including overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage y time or attention to any full time or part-time employment, trade, business, or occupation, ıneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya, and Wilson Garden Bangalore Karnataka 560027

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy.
- Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes



Yours y

SKW Investment Adviser

Annexurc 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT) ,	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction i .	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	33,950	5,27,400

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the Company. Absence from a continuous period of 3 days without prior approval of your superiors (including overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage y time or attention to any full time or part-time employment, trade, business, or occupation, ıneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

Letter of Intent

Bangalore
20/05/2022

Dear Aaliya Tabassum

With reference to your application and the subsequent Interview you had with us, we are pleased to offer you the position of "Management Trainee".

If you agree to these terms, we would like you to join our company on **23/05/2022**

Your package for first Six Months of Training period will be **Rs. 25000/- per month (Take Home)**

Upon Successful Completion of your Training period you Salary Package will be **5,27,400 Per annum (CTC).** Please see the **Annexure 1** for Break Up.

In case you fail to join on the aforementioned date, changes in the date of joining can be made on request after confirmation with HR. You are requested to report for duty as and when management asks.

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy. Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.

S K
INVESTMENT ADVISER

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya , and Wilson Garden Bangalore Karnataka 560027

- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes

Yours y

SKW Investment Adviser

INVEST C*

Annexurc 1

	Per Month	Per Annum
Basic Salary	16,225	1,94,700
HRA	6,490	77,880
Conveyance	1,250	15,000
Medical Allowance	1,600	19,200
Special Allowance	6,435	77,220
Professional Tax (PT) ,	200	2,400
EPF Employee Deduction	1,800	21,600
Total Deduction i .	2,000	24,000
Gross salary per month	32,000	3,84,000
Net Salary (Gross-Total deductions)	30,000	3,60,000
CTC Calculation		
Yearly Variable Incetive	0	1,20,000
EPF Employer Deduction	1,950	23,400
CTC= Gross salary + (Employer PF+ ESI)	33,950	5,27,400

info@ffekwInvestmentadvlser.com I +91 85500 00890 I www.skwinvestmentadviser.com I Wilson garden.

Bangalore-580078.

Annexure 2

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage ıytime or attention to any full time or part-time employment, trade, business, or occupation, ıuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Company. Absence from a continuous period of 3 days without prior approval of your superiors ([1]ncluding overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or

exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

On the day of your joining you are required to submit the hard copy of the following:

- Gusseted Rank office attested copies of Academic/Professional attainments.
-
- Aadhar card, Pan Card, and Relieving letter photocopy. Medical Fitness Certificate from any Practicing Physidian
- Two passport sizes colored Photographs.
- Certificate of Good Conduct from Your College

INVESTMENT ADV

If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination and the company is not liable to pay any dues of the employee in any condition.

S K

INVESTMENT ADVISER

Office Address: -

425/39, 1 1 th Cross, Vinayaka Nagar, Chinnayanpalya , and Wilson Garden Bangalore Karnataka 560027

Please sign a duplicate of this letter as a token of your acceptance of the above-mentioned team_

Wit "shes

Yours y

SKW Investment Adviser

info@iskilinvestrnentadviser,com I +91 85500 00890 I www.skwinvestmentadviser,com I Wilson garden,

Bangalore•560018.

INVEST C*

Annexurc 1

	Per Month	Per Annum
Basic Salary	**16,225**	**1,94,700**
HRA	**6,490**	**77,880**
Conveyance	**1,250**	**15,000**
Medical Allowance	**1,600**	**19,200**
Special Allowance	**6,435**	**77,220**
Professional Tax (PT) ,	**200**	**2,400**
EPF Employee Deduction	**1,800**	**21,600**
Total Deduction i .	**2,000**	**24,000**
Gross salary per month	**32,000**	**3,84,000**
Net Salary (Gross-Total deductions)	**30,000**	**3,60,000**
CTC Calculation		
Yearly Variable Incetive	**0**	**1,20,000**
EPF Employer Deduction	**1,950**	**23,400**
CTC= Gross salary + (Employer PF+ ESI)	**33,950**	**5,27,400**

info@ffekwInvestmentadvlser.com I +91 85500 00890 I www.skwinvestmentadviser.com I Wilson garden.

Bangalore-580078.

Attendance: Punctuality is the essence of time. All staff must report to work on time accordingly to your shift timings. Monday to Friday 9:00 AM to 6:30 PM, 1St and 3rd Saturday is holiday and 2nd,4th and 5th Saturday 11:00 AM to 6:00 PM

Annexure 2

Probation / Confirmation: You will be on probation for 6 months, no leaves are allowed during the probation period starting your date of joining. Unless stated in writing, you will be deemed a confirmed employee after the expiry of the initialor extended period of probation. If your performance and/or conduct is deemed poor or unfit by the company, your probation may be either extended, you may be put on a performance improvementplan or your employmentmay be dispensed at the discretion of the management. There is no leave encashment during or after probation, even if the employment is terminated by either of the party.

Notice Perickl: Employment with the company may be terminated by either party by sending a notice in writing and serving a notice **period.** The duration of the notice period is 90 days in case of confirmed employees and 60 days in case of employees on probation. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. Issued and/or all other agreements, memorandum, documents, and discussions. Our relationship will be governed only by the terms hereof. There will be a Six Months employment bond between the organization and the employee. In case the employee does not serve the bond terms and conditions, the employee is liable to compensate the due amount as mentioned in the bond.

Leaves: During your employment, you shall be entitled to paid leave as per the prevailing policies of the

professional Ethics: Your employment with the Company is on a full-time basis. services of the Company, you are not permitted to directly or indirectly, engage ıytime or attention to any full time or part-time employment, trade, business, or occupation, ıuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which arc contrary to or inconsistent with your employment with the Company or the Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part may lead to the immediate termination of your employment with the Company

Company. Absence from a continuous period of 3 days without prior approval of your superiors ([2]ncluding overstay on leave/training) would result in your losing our lien the service and the same shall automatically come to end without any notice or intimation.

Verification: Your employment is contingent upon:

The Company receives satisfactory references or background check results. You arc medically fit for employment. Verification of the particulars submitted. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment. Further, if at any time, it emerges, that any of the information provided by you is false or incorrect or that any material or relevant information had been suppressed or concealed or

exaggerated, your offer pursuant hereto shall be considered ineffective. This shall be without prejudice to the right of theCompany to take such action against you as it may be advised.

Privileged and Confidential

14 August 2022
Mohammad Mahzain Parwez (Mahzain Parwez Mahzain)
House no 1083, 8th cross road, Basavanagudi 2nd stage, Near bmsce, Bengaluru - 560019, Karnataka

Dear Mohammad Mahzain Parwez (Mahzain Parwez Mahzain),

Letter of Employment

1. Welcome to Target Corporation India Private Limited ('Target India/ Company'). I am pleased to confirm the following terms and conditions of your employment at Target India:

(a) Designation	Sr Specialist TCOM Guest Svcs
(b) Level	2
(c) Date of Joining	22/08/2022
(d) Location	Bangalore
(e) Projected Cost To Company (CTC)	Rs. ₹ 321,000 - pa
(f) Fixed Compensation	Rs. ₹300,000.00 - pa
(g) Short Term Incentive Plan	STI Payout at Goal - Rs. ₹21,000.00 /-

2. Compensation and benefits

Your projected gross annual compensation, on a Cost to Company Basis (CTC) is Rs.321,000 /- based on the following:

- Your **Total Fixed Compensation** is Rs. ₹300,000.00 /-
- For those team members whose basic salary is less than the defined bonus calculation ceiling as stipulated under law, we wish to bring to your notice that the "Special Allowance" portion of your CTC also includes a statutory bonus as per the requirement of the "Payment of Bonus Act, 1965". The statutory bonus component will reflect as a separate item in your pay slip

- Target India shall contribute a stipulated amount towards the Employees Provident Fund ("EPF"). The statutory deduction is calculated based on the basic salary threshold mandated under the law.

- If your basic salary is below the threshold as stipulated under law, Target India shall calculate contributions to EPF on the threshold. If the basic salary exceeds the threshold as stipulated under law, Target India shall calculate contributions on the basic pay per month, towards EPF.
- If you hold International Worker status, the statutory contribution towards EPF is calculated on the sum total of basic salary and special allowance.

- Your Short Term Incentive (STI) Plan percent for the current fiscal year is 7 % (Rs.₹21,000.00) of Total Fixed Compensation. This is based on a Corporate Performance Score of 100%. However, your actual Short Term Incentive (STI) payout will vary based on both company and individual performance.
- STI for the current fiscal year will be pro-rated based on your actual Date of Joining.
- To be eligible to receive the STI payout you must be employed by Target India on the date of payment of the STI. Please note that if you are not employed by Target India on the date of the STI payout in a given fiscal year, you will not be eligible to receive the STI payout for that year.

Your gross compensation will be subject to applicable deduction of taxes at source in compliance with prevailing income tax regulations, and other statutory deductions. The detailed break-up of the compensation offered to you is outlined in **Annexure 'A'** to this letter.

Target India's compensation programs are industry competitive and are designed to reward and recognize performance. As a Target India team member, you will receive regular reviews and may receive a base pay increase based on your performance. Please note that as a new hire at Target India, your eligibility for incentives will be pro-rated based on your date of joining the Company. If you have joined Target India on or after November 1, 2022 you will not be eligible for incentives payable at the end of March 2023 .

In addition to your compensation, you will be eligible for benefits in accordance with the prevailing Target India benefit policies to help you take care of your personal and family needs. Please refer to the benefit summary for further information.

3. Location and business travel

You will be initially based at the Target India offices in Bangalore. However, to support our continued growth and/or business needs you may be transferred to the offices of any subsidiary, associate companies or client/partner offices in India or overseas. In such cases, the terms of your employment with Target India may be governed by the terms and conditions applicable to the new location/company. You may be required to work out side of the regular business hours, as informed by your respective manager/managers from time to time and in accordance with applicable laws.

Since we are a global company, you may be required to travel on Company business from time to time. In instances of business related travel, Target India will reimburse you for travel expenses in accordance with the prevailing Target India travel policies.

4. Learning Period

For team members with more than 6 months of experience, 90 calendar days from the date of joining Target India will be considered a Learning Period. Less than 6 months of experience, first 180 calendar days from the date of joining Target India will be considered a Learning Period. However, based on the assessment of your performance during the Learning period, Target India, at its sole discretion, may extend your Learning Period to a maximum of 90 calendar days. When you successfully complete your Learning Period, your employment with Target India will be confirmed.

5. Resignation and notice period

We hope you enjoy a long and successful career at Target. However, in accordance with Target India's exit policy, in the event you decide to resign from Target India during your Learning Period, you will be required to serve a, 15 day notice period. Similarly, Target India can terminate your employment during the Learning Period with a 15 day prior written notice or pay in lieu of notice. Upon expiry of the Learning period and consequent confirmation as a Target India employee, you may resign from Target India with a written notice period of sixty (60) days. Target India however reserves the sole right to waive the notice period or a part thereof, or accept payment from you in lieu of such notice period. Similarly, Target India can terminate your services without assigning any reasons whatsoever by giving sixty (60) day notice in writing or in its sole discretion, by paying salary in lieu of the un-served notice period.

6. Termination of Employment by Target India

Target India may terminate your services by giving a written notice period of sixty (60) days or salary in lieu thereof. Notwithstanding anything mentioned in this Agreement, Target India may terminate your employment with immediate effect without notice or payment in lieu of notice for Cause (defined below). Target India may also terminate employment with immediate effect, without any notice or payment in lieu of notice, on grounds prescribed under the law or Target India's policies.
Notwithstanding the foregoing, the mere failure to achieve performance objectives will not constitute Cause.
Target India may perform appropriate background checks based on information and documentation that you provided or are requested to provide at the time of joining employment. Failure to provide the necessary documentation may result in termination of your employment with Target India. Your employment with Target India is subject to and contingent upon the successful completion of the background checks to the satisfaction of Target India.

7. Personal Information

You have declared that your date of birth is 27/11/1998 and your permanent address is House no 1083, 8th cross road, Basavanagudi 2nd stage, Near bmsce, Bengaluru - 560019 , Karnataka and the information provided under this



section will be included in all official records of the company

8. **Holidays and Leave Time**

In addition to the ten (10) paid holidays (including 5 statutory holidays), you are eligible for Privilege leave once your employment has been confirmed at Target India. Upon confirmation, the Privilege leave shall be computed from your date of joining on a pro-rata basis from an annual allotment of eighteen (18) working leave days per year. Irrespective of confirmation status you will be eligible for Casual/sick leave. Casual leave/ Sick Leave will also be computed from your date of joining on a pro-rata basis from an annual allotment of (12) twelve days a year. Please contact Human Resources for additional details.

9. Integrity

Target Corporation is recognized as a corporation with values and beliefs that are at the core of our business success. We are committed to ethical and legal business practices and we expect you to share this commitment. Because we hire the best people, we expect you to bring good judgment and a sense of integrity to your business decisions. You are provided with a Business Conduct Guide, Confidentiality Agreement, and are also subject to the company's additional employment rules, policies and procedures. It is your responsibility to read, understand and comply with these guides, rules, policies, and procedures. Your adherence to the core values in these policies will help us become the Best Company Ever for our guests, team members, shareholder and communities.
Failure to comply with such policies and procedures may result in corrective action up to termination of your employment.

10. Confidentiality of employment terms

At Target, any information that is not made available to the public is considered confidential. All team members play a role in protecting our confidential information by controlling how it is used, stored and communicated. It is important to remember that team member information is considered confidential.

The information contained in this letter of appointment is Personal & Confidential. Personal information, such as your salary and benefits, should not be shared with other team members, except your direct supervisor.

11. Intellectual property

Inventions, discoveries, works of authorship, trade secrets and other proprietary materials created during the employment relationship – or that arise out of team member work or are created using Target India time, materials or assets – are owned by Target India. Target India team members will cooperate with Target India in documenting and perfecting Target India ownership of all such proprietary materials.

12. Full time employment

We are pleased to welcome you as a full time team member. As we embark on this new employment relationship together, we require that you do not undertake any other employment, whether full-time or part-time, as an employee of any other organization/entity engaged in any form of business activity without prior and written consent of Target India.

13. Entire Agreement:

This employment letter, including all exhibits, schedules, and other attachments to this employment letter as well as documents specifically referenced in this employment letter, constitutes the entire expression of the parties' agreement with regard to the subject matter of this employment. All prior and contemporaneous negotiations, offers and agreements between the parties with regard to the subject matter of this employment are expressly superseded by this employment letter.

14. Diversity and Inclusion

Target India is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender identity, religion, sexual orientation, national origin, disability and pregnancy including any other protected characteristic outlined by law.

If you have any questions regarding this letter or of any aspect of your employment please contact Human Resources.

Thank you for your decision to join Target. I welcome you to the team and take this opportunity to wish you a long and successful career as a Target Team Member.

Sincerely, ARUN ARVIND KULKARNI

Digitally signed by ARUN ARVIND KULKARNI
Date: 2022.08.17 11:31:58 +05'30'

Target India Human Resources

By signing this contract, I understand and agree to the terms of this letter and agree to abide by all prevailing Target India policies and procedures and that Target India reserves the right to unilaterally change such policies and procedures from time to time and I shall continue to be bound by these changes.

Accepted, _____

Mahzain parwez (Aug 17, 2022 22:09 GMT+5.5)

Candidate: Mohammad Mahzain Parwez (Mahzain Parwez Mahzain)



Employee ID: 0076275792

Related Definitions

Unless repugnant to the context, in this Agreement the expressions mentioned below shall have the meaning as follows:

“Agreement” includes the recitals and annexures to this employment agreement and any amendments made to this agreement by the Parties in writing;

“Applicable Law” means any statute, law, regulation, ordinance, rule, judgment, notification, order, decree, byelaw, permits, licenses, approvals, consents, authorizations, government approvals, directives, guidelines, requirements or other governmental restrictions, or any similar form of decision of, or determination by, or any interpretation, policy or administration, having the force of law of any of the foregoing, by any authority having jurisdiction over the matter in question, whether in effect as of the Effective Date or thereafter;

“Cause” means, as reasonably determined by Target India, the occurrence of any of the following: 1) any commission of gross negligence and / or willful misconduct on the part of the TM during the course of employment; 2) the TM has engaged in fraud, embezzlement, theft, commission of a crime, or dishonesty etc. during the course of employment; 3) engaging in any activity that you know or should know is detrimental to the interests of Target India, its business or reputation; 4) material failure to adhere to Target India’s corporate codes, policies or procedures; 5) a breach of any covenant in your employment or any intellectual property agreement, 6); failure by you to substantially perform your duties or follow management direction and if such failure is not cured to Target India’s satisfaction within a reasonable period of time after a written demand for substantial performance is delivered to you; or 7) violation of any statutory, contractual duty or obligation to Target India.

"Date of Termination" means:
i. if your employment is terminated by Target India for Cause, the date of receipt of the Notice of Termination or any later date specified therein, as the case may be,

ii. if your employment is terminated by Target India other than for Cause, the Date of Termination shall be your last day of employment;

iii. in the event of your resignation from the Target India, the Date of Termination shall be the date communicated by Target India in this respect.



"Person" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or any agency or political subdivision thereof or any other entity that may be treated as a person under Applicable Law;

"Proprietary Information" means and includes, but is not limited to, information about software programs, source or object code, algorithms, trade secrets, designs, know-how, domain names, processes, data, ideas, techniques, works of authorship, business and product development plans, customer lists, terms of compensation and performance levels of Target India TMs, Target Corporation's customers and other information concerning the Target Corporation's actual or anticipated business, research or development, prices and pricing structures, marketing and sales information, product lines and any information and materials relating thereto, or which is received in confidence by or for Target India from any other person, whether or not it is in written or permanent form.

Annexure 'A'

COMPENSATION BREAKUP

Name	Mohammad Mahzain Parwez (Mahzain Parwez Mahzain)
Designation	Sr Specialist TCOM Guest Svcs
Effective Date	22/08/2022
Level	2

Total Projected CTC*	Rs. ₹ 321,000
Total Fixed Compensation	₹300,000.00

Fixed Compensation	**Annual**	**Monthly**
Basic	₹120,000.00	₹10,000.00
House Rent Allowance	₹48,000.00	₹4,000.00
Special Allowance	₹117,600.00	₹9,800.00
Provident Fund∇	₹14,400.00	₹1,200.00

Short Term Incentive Plan	
STI Payout at Goal	₹21,000.00

*Special Allowance includes the following flexible benefit component to assist in planning your taxes:
• Leave Travel Allowance (LTA) based on actual spent or up to INR 50,000 as defined by LTA policy and twice in a block of four years
∇Target India shall contribute a stipulated amount towards the Employees Provident Fund ("EPF"). The statutory deduction is calculated based on the basic salary threshold mandated under the law.
- If your basic salary is below the threshold as stipulated under law, Target India shall calculate contributions to EPF on the threshold. If the basic salary exceeds the threshold as stipulated under law, Target India shall calculate contributions on the basic pay per month, towards EPF.
- If you hold International Worker status, the statutory contribution towards EPF is calculated on the sum total of basic salary and special allowance.

* Subject to Target India Company policies.

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219156964/Bangalore/BPS/BTN
Date:12/04/2022

Dear Ms. Rishu Vargi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,



For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20219156964/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Dayananda Sagar Institutions

Somanath Reddy <placement7@dayanandasagar.edu>

Fwd: TCS BPS Hiring - Confirmation on Joining Date

Anvita Anand <anvita7268@gmail.com> Sat, Aug 6, 2022 at 11:19 AM
To: placement7@dayanandasagar.edu

---------- Forwarded message ---------
From: **careers@tcsion.com** <careers@tcsion.com>
Date: Mon, 23 May, 2022, 8:12 pm
Subject: TCS BPS Hiring - Confirmation on Joining Date
To: <anvita7268@gmail.com>

Dear Candidate,

Greetings from TATA Consultancy Services!

Hurray! You have successfully cleared all rounds of the TCS Interviews, and we look forward to bringing you onboard shortly.

We understand that you are currently either in the midst of your examinations/ or your examinations are soon approaching / or completed. So, hence wanted to understand your schedule for a smoother transition from Campus to Corporate.

We, request you to kindly fill the below questionnaire to help us plan your onboarding.

Last Date to submit response: 30-May-2022

"TCS does not charge any fee at any stage of the recruitment & selection process. TCS has not authorized any person / agency/partner to collect any fee for recruitment from candidates If at all you notice the above please bring it to our attention immediately"

Follow this link to the survey
https://www.tcsion.com/FeedbackSolution/survey.do?yes=1&surveyKey=MFayb0LXGskgjmnbyRgDbeTnXGUZ3XWx2jaR4YYsZsU%3D&x=1

OR

copy paste the URL below into your internet browser
https://www.tcsion.com/FeedbackSolution/survey.do?yes=1&surveyKey=MFayb0LXGskgjmnbyRgDbeTnXGUZ3XWx2jaR4YYsZsU%3D&x=1

Regards,
HR – Talent Acquisition Campus

Dayananda Sagar Institutions

Geetha Raheja <geetha.raheja@dayanandasagar.edu>

Tenhard India || Summer Internship Project Opportunity||

Tenhard <tenhardindia001@gmail.com> Wed, May 3, 2023 at 12:14 PM
Cc: tenhardindia1@gmail.com
Bcc: geetha.raheja@dayanandasagar.edu

Dear Sir/Mam

JD - SIP

We **Tenhard India Pvt. Ltd** is a leading name in the E-media industry. We are publishers of renowned titles like Tenhard Traveller and food. We provide magazines of various publishers in digital versions. Using the latest technologies we help people get the latest news in digital form. We also provide a huge platform to those who want to make their career in sales and marketing, content writing, or blogging by promoting their talent on our e-media product. It's a great opportunity for those who are seeking their career in Sales & digital marketing.

JOB DESCRIPTION:

It gives us great pleasure to introduce to students an opportunity to get conversant with a new-age business which we believe will grow to become the biggest marketing and sales channel across industries. Even small and medium-size businesses have transformed themselves by doing business on the web and names like Flipkart, amazon Snapdeal ,eBay fashion and you, etc. are household names today. Allow me to introduce Tenhard India, revolutionary online marketing, and sales initiative by **Tenhard India** team where students learn and earn at the same time. Once students sign up for Tenhard you become part of the revolution and start learning and start understanding the finer nuances of how business is established on social media. It will not only gives the right new age exposure but also prove to be an amazing **PROJECT** which will add value not only to your resume but also to your personality.

Role and Responsibilities(What happens when students Sign up at Tenhard India) i.e. Areas of their learning

- Market Research
- Preparing report
- Database management
- Content writing
- Lead generation and promotions
- Amalgamation of telemarketing and digital aspects of the business.

Responsibilities for Sales and Marketing, Digital & Social Media Marketing, Business Analytics,Finance and HR Students.

Interns/Trainees shall be taking a comprehensive internship with the following Key Performance Indicators:

A: Sales And Marketing

1) Learn & understand various aspects of sales & marketing.
2) Work on live projects through customer acquisition & business development.
3) Get a chance to develop leadership qualities.
4) Get to understand consumer behaviour.
5) Develop sales strategies for the company.
6) Day to day management of the sales & marketing functions.
7) Customer interactions, Telemarketing & sales with email marketing.
8) Participation in events/exhibitions, corporate visits, Direct Marketing.
9) Team meetings and discussions to provide new ideas for business growth.

B: Digital marketing & social media marketing strategies:

BRANDING, EMAIL MARKETING, BLOGGING, COPYRIGHTING, SEO (Search Engine Optimization). YOUTUBE and FACEBOOK ADS, GOOGLE ADS, GOOGLE ANALYTICS. PERISCOPE.

C: Marketing Analytics: Data will be provided to the Students and their Analytical and Data visualization concept will be tested.

D: Finance Task: Monitor and identify clients and maintain client base through efficient interactions with clients and analyse any changes in client's need,
Coordinate with prospects to understand individual client requirements and recommend plans to ensure achievement of all objectives

E: HR intern Task: Coordinating new hire orientations candidates, Preparing and sending offer and rejection letters or emails to candidates, Organizing interviews and shortlisting candidates, Screening potential employees' resumes and applications to identify suitable candidates to fill company jobs.

Desired skills and expertise:
Fresh candidates are welcome. Candidates with more experience can also be considered.
Exposure to digital/online channel sales/event sales will be an added advantage.
Ability to work under minimal guidance and must have Strong Analytical / Presentation skills with good command over Excel and PowerPoint

What to expect:
You will get valuable experience in one of the most sought-after fields of Digital media.
You will get direct mentorship from a company Experienced Employee.
You will get a good recommendation letter or certificate of completion. Depending on your performance you will be getting a Completion Certificate, Appreciation Certificate, and Excellence Certificate. Great exposure to the Sales and Marketing domain. Add value and boost your CV.

Internship Duration: As per the college policy

Eligibility Criteria: MBA/PGDM / BBA (**Marketing/Finance/HR/Business Analytics** Can apply)

Pay & Benefits: **Rs.15K (Rewards up to 3k additional on generated Revenue 50K, internship certificate After completion of internship project successfully)**

Location- Work From Office Noida Sector-62
Note: We are Also ok with virtual/Online internship.

For Best Performer we can offer PPO- The Compensation offered by Tenhard India includes a CTC of "Rs. 8-9 LPA-fixed" (during the first 6 months of probation period) and a Pay per Performance up to Rs.2-3 LPA (variable pay) applicable after 6 months of probation period. Further career growth will depend on candidates' performance and will be rewarded accordingly then.

Thanks & regards
Tanvi Goyal
Tenhard private limited
Phone: 9467683225

TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC366500
C 56/12, C Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

April 25, 2022

Somanath Reddy,

Dayananda Sagar University

Subject-Offer letter

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a summer Internship with full time opportunity within our Sales and Marketing Department.

This position is scheduled from 25th April 2022. In this role, they will report directly to Ashish Singh.

Regards,

Mona

Mona
HR Manager, Tenhard India

Participant List:-

Muskan Fathima
Richa Arjun
Aiman Safa
Virat Singh chauhan
Diksha A Bhasin

TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC366500
C 56/12, C Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

April 25, 2022

Somanath Reddy,

Dayananda Sagar University

Subject-Offer letter

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a summer Internship with full time opportunity within our Sales and Marketing Department.

This position is scheduled from 25th April 2022. In this role, they will report directly to Ashish Singh.

Regards,

Mona

Mona
HR Manager, Tenhard India

Participant List:-

Muskan Fathima
Richa Arjun
Aiman Safa
Virat Singh chauhan
Diksha A Bhasin

TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC366500
C 56/12, C Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

April 25, 2022

Somanath Reddy,

Dayananda Sagar University

Subject-Offer letter

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a summer Internship with full time opportunity within our Sales and Marketing Department.

This position is scheduled from 25th April 2022. In this role, they will report directly to Ashish Singh.

Regards,

Mona

Mona
HR Manager, Tenhard India

Participant List:-

Muskan Fathima
Richa Arjun
Aiman Safa
Virat Singh chauhan
Diksha A Bhasin

TENHARD INDIA PRIVATE LIMITED
CIN: U22300 DL 2020 PTC366500
C 56/12, C Block, Sector 62, Noida
Uttar Pradesh - 201301
www.tenhardindia.com
info@tenhardindia.com

April 25, 2022

Somanath Reddy,

Dayananda Sagar University

Subject-Offer letter

Dear Sir/Ma'am

On behalf of Tenhard India, I am excited to extend an offer to your students for a summer Internship with full time opportunity within our Sales and Marketing Department.

This position is scheduled from 25th April 2022. In this role, they will report directly to Ashish Singh.

Regards,

Mona

Mona
HR Manager, Tenhard India

Participant List:-

Muskan Fathima
Richa Arjun
Aiman Safa
Virat Singh chauhan
Diksha A Bhasin

TRANSEARCH

YOUR WORLD PARTNER IN EXECUTIVE SEARCH

Date: 25th February, 2022

Ms. Nada Parween
Bangalore

Sub: Appointment Letter

Dear Nada**,**

We are pleased to appoint you as **Management Trainee** with TRANSEARCH Advisors LLP. You are requested to join the service no later than **March, 07th, 2022.** You will report to Partner or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification and references. The terms of contract as follows:

Compensation: Your compensation will be **INR 3,00,000/-** per annum. You will earn your actual bonus or the minimum guaranteed bonus whichever is more as per company policy. Your monthly compensation & other benefits will be as applicable as per the role. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause. You would be entitled to the bonus structure as per the policy of the company in force.

Probation & Confirmation:

a. From the date of appointment, you shall undergo **3 (three)** months of probation in the Company, which may be extended if so, deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. During the probation period either party can terminate the contract of employment with one-month prior written notice.
b. You are required to work for a minimum period of **24 months** in the company. As, the company will invest in your training (in-house and on the job), in consideration of this, you agree that if you desire to terminate your employment (Resignation) before the stipulated time frame you will be liable to repay TRANSEARCH six months of your current salary, not exceeding **INR 1,50,000/-** against training cost.

Notice Period: On confirmation, your appointment with the Company will be subject to termination with **2 (two)** months' notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the company at its discretion in order to ensure smooth transition.

Location/Domicile: As per mutual agreement you will work from Bangalore Office. This arrangement is valid till you are working on employment with Transearch Advisors LLP. On your confirmation, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India.

Company Policies: During the course of your contract with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Service Agreement Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

Role & Responsibility: Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

Confidentiality: You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and No-Disclosure Agreement, attached hereto, which shall be considered as an integral part of this Service Agreement. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this

Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

Veracity of Particulars Submitted: It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you as a part of the joining formalities, are false, incorrect or inaccurate, if any material or relevant information has been suppressed or concealed, if you are engaged in any fraudulent activity, misconduct, or if your performance is not up to the expected standard this appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against you for the same.

Exclusivity: During the period of your employment with the Company you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and *I* or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and *I* or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and *I* or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

Personal Particulars: You shall keep the Company informed of your latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

Jurisdiction: Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Amendment: Any amendment or modification to this Agreement shall be main writing and signed by both parties.

Severability: It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of your acceptance of the above terms.

Wishing you every success!

Yours faithfully,
For and behalf of,
TRANSEARCH Advisors LLP,



Ashish Sanganeria
Senior Partner

Agreed and Accepted

I HAVE CAREFULLY REVIEWED AND CONSIDERED THE AFORESAID CONTENTS INCLUDING THE TERMS AND CONDITIONS CONTAINED HEREIN AND HAVE FULLY UNDERSTOOD, ACKNOWLEDGE AND AGREE WITH THE SAME. I HEREBY ACCEPT THE TERMS AND CONDITIONS STATED HEREINABOVE.



Name: Nada Parween
Dated: 01/03/2022 Place: Bangalore

January 14TH , 2022

Amrit
Kumar

INTERNSHIP OFFER LETTER

Dear Amrit Kumar **,**

Vinosha Portfolio Private Limited is pleased to offer you an internship opportunity as a **Business Development – Sales Intern**. This position is located in Noida, Uttar Pradesh.

For this position your major duties will include:

1) Opening of customer's Bank accounts with **YES BANK**.
2) Three in one account opening (Saving, Demat & Trading).
3) Convincing the customers with soft spoken skills.

The total period of your internship is 45 days till **27-02-2022**. Your Date of Joining is **14-01-2022.** Your stipends will be **INR 8,000**. After the successful completion of your internship, you will be rewarded with an internship completion certificate and stipends.

Kindly read below the **mandatory terms and conditions**:

1) **Account Opening:**
   An intern needs to open of **20 NTB** accounts in **YES BANK** (Self account is mandatory only for training purpose) during the internship program based on the training sessions that will be provided by us and **20 account** is minimum target.
2) **Performance Evaluation:**
   - The performance of an intern will be evaluated on the bases of accounts opened by an individual.
   - Excellent performing interns will also be rewarded with an opportunity of full time employment with Vinosha Portfolio Private Limited at an annual remuneration between INR 3.6 to 7.5 LPA.
   - Interns performing below the belt (i.e. below 30-40% performance) will only get rewarded with an internship certificate and their stipends will be based on number of account opening.

Kindly submit the following documents (If pending) to the HR person at the time of joining:

1) Educational documents i.e. mark sheets and certificates
2) Address proof and photo id proof
3) Bank details

Congratulations and welcome to the team!



Authorised Signatory

Vikas Verma

HR MANAGER

To Be Duly Signed By An Intern

I accept the offer above and will begin on__/__/__.

_____ _____

Signature Date

Vinosha Portfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec – 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040
Mail: info@vinoshaportfolio.com
Facebook: facebook.com/vigpl
Twiter: @vigpl

Website : www.vinosha.in
www.vinosha.org
www.testonweb.com
www.vinoshadeal.com
www.vinoshatech.com
www.vinosharealty.com
www.vinoshaportfolio.com

January 14TH , 2022

Rahul
Kumar

INTERNSHIP OFFER LETTER

Dear Rahul Kumar **,**

Vinosha Portfolio Private Limited is pleased to offer you an internship opportunity as a **Business Development – Sales Intern**. This position is located in Noida, Uttar Pradesh.

For this position your major duties will include:

1) Opening of customer's Bank accounts with **YES BANK**.
2) Three in one account opening (Saving, Demat & Trading).
3) Convincing the customers with soft spoken skills.

The total period of your internship is 45 days till **27-02-2022**. Your Date of Joining is **14-01-2022.** Your stipends will be **INR 8,000**. After the successful completion of your internship, you will be rewarded with an internship completion certificate and stipends.

Kindly read below the **mandatory terms and conditions**:

1) **Account Opening:**
   An intern needs to open of **20 NTB** accounts in **YES BANK** (Self account is mandatory only for training purpose) during the internship program based on the training sessions that will be provided by us and **20 account** is minimum target.
2) **Performance Evaluation:**
   - The performance of an intern will be evaluated on the bases of accounts opened by an individual.
   - Excellent performing interns will also be rewarded with an opportunity of full time employment with Vinosha Portfolio Private Limited at an annual remuneration between INR 3.6 to 7.5 LPA.
   - Interns performing below the belt (i.e. below 30-40% performance) will only get rewarded with an internship certificate and their stipends will be based on number of account opening.

Kindly submit the following documents (If pending) to the HR person at the time of joining:

1) Educational documents i.e. mark sheets and certificates
2) Address proof and photo id proof
3) Bank details

Congratulations and welcome to the team!



Authorised Signatory

Vikas Verma

HR MANAGER

To Be Duly Signed By An Intern

I accept the offer above and will begin on__/__/__.

_____ _____

Signature Date

Vinosha Portfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec – 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040
Mail: info@vinoshaportfolio.com
Facebook: facebook.com/vigpl
Twiter: @vigpl

Website : www.vinosha.in
www.vinosha.org
www.testonweb.com
www.vinoshadeal.com
www.vinoshatech.com
www.vinosharealty.com
www.vinoshaportfolio.com

January 14TH , 2022

Rcha Arjun

INTERNSHIP OFFER LETTER

Dear Richa Arjun **,**

Vinosha Portfolio Private Limited is pleased to offer you an internship opportunity as a **Business Development – Sales Intern**. This position is located in Noida, Uttar Pradesh.

For this position your major duties will include:

1) Opening of customer's Bank accounts with **YES BANK**.
2) Three in one account opening (Saving, Demat & Trading).
3) Convincing the customers with soft spoken skills.

The total period of your internship is 45 days till **27-02-2022**. Your Date of Joining is **14-01-2022.** Your stipends will be **INR 8,000**. After the successful completion of your internship, you will be rewarded with an internship completion certificate and stipends.

Kindly read below the **mandatory terms and conditions**:

1) **Account Opening:**
   An intern needs to open of **20 NTB** accounts in **YES BANK** (Self account is mandatory only for training purpose) during the internship program based on the training sessions that will be provided by us and **20 account** is minimum target.
2) **Performance Evaluation:**
   - The performance of an intern will be evaluated on the bases of accounts opened by an individual.
   - Excellent performing interns will also be rewarded with an opportunity of full time employment with Vinosha Portfolio Private Limited at an annual remuneration between INR 3.6 to 7.5 LPA.
   - Interns performing below the belt (i.e. below 30-40% performance) will only get rewarded with an internship certificate and their stipends will be based on number of account opening.

Kindly submit the following documents (If pending) to the HR person at the time of joining:

1) Educational documents i.e. mark sheets and certificates
2) Address proof and photo id proof
3) Bank details

Congratulations and welcome to the team!



Authorised Signatory

Vikas Verma

HR MANAGER

To Be Duly Signed By An Intern

I accept the offer above and will begin on__/__/__.

_____ _____

Signature Date

Vinosha Portfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec – 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040
Mail: info@vinoshaportfolio.com
Facebook: facebook.com/vigpl
Twiter: @vigpl

Website : www.vinosha.in
www.vinosha.org
www.testonweb.com
www.vinoshadeal.com
www.vinoshatech.com
www.vinosharealty.com
www.vinoshaportfolio.com

January 14TH , 2022

Sadhyuth

INTERNSHIP OFFER LETTER

Dear Sadhyuth **,**

Vinosha Portfolio Private Limited is pleased to offer you an internship opportunity as a **Business Development – Sales Intern**. This position is located in Noida, Uttar Pradesh.

For this position your major duties will include:

1) Opening of customer's Bank accounts with **YES BANK**.
2) Three in one account opening (Saving, Demat & Trading).
3) Convincing the customers with soft spoken skills.

The total period of your internship is 45 days till **27-11-2022**. Your Date of Joining is **14-10-2022.** Your stipends will be **INR 8,000**. After the successful completion of your internship, you will be rewarded with an internship completion certificate and stipends.

Kindly read below the **mandatory terms and conditions**:

1) **Account Opening:**
   An intern needs to open of **20 NTB** accounts in **YES BANK** (Self account is mandatory only for training purpose) during the internship program based on the training sessions that will be provided by us and **20 account** is minimum target.
2) **Performance Evaluation:**
   - The performance of an intern will be evaluated on the bases of accounts opened by an individual.
   - Excellent performing interns will also be rewarded with an opportunity of full time employment with Vinosha Portfolio Private Limited at an annual remuneration between INR 3.6 to 7.5 LPA.
   - Interns performing below the belt (i.e. below 30-40% performance) will only get rewarded with an internship certificate and their stipends will be based on number of account opening.

Kindly submit the following documents (If pending) to the HR person at the time of joining:

1) Educational documents i.e. mark sheets and certificates
2) Address proof and photo id proof
3) Bank details

Congratulations and welcome to the team!



Authorised Signatory

Vikas Verma

HR MANAGER

To Be Duly Signed By An Intern

I accept the offer above and will begin on__/__/__.

_____ _____

Signature Date

Vinosha Portfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec – 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040
Mail: info@vinoshaportfolio.com
Facebook: facebook.com/vigpl
Twiter: @vigpl

Website : www.vinosha.in
www.vinosha.org
www.testonweb.com
www.vinoshadeal.com
www.vinoshatech.com
www.vinosharealty.com
www.vinoshaportfolio.com

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

HGS HealthCARE

Private and Confidential

Date: December 03, 2021

Manikanta A

#401, 2nd floor , 1st stage , kumarswamy layout, near 15 f
Bus stop , Bangalore - 560078

Emp ID : 244360

Subject : Letter of Transfer of employment from HGSL cum Appointment Letter by Company

Dear Manikanta

Trust you are well and keeping safe.

This is in reference to the proposed purchase of the healthcare services business ("Transferred Business") of Hinduja Global Solutions Limited (the "HGSL") by Berkmeer India Private Limited (the "Company"), a wholly owned subsidiary of BETAINE B.V., on a going concern basis ("Transaction") pursuant to the Master Framework Agreement dated August 9, 2021 and India Business Transfer Agreement dated August 9, 2021, each entered into by HGSL and BETAINE B.V., holding company of the Company and certain of their respective affiliates. The Transaction requires the parties to satisfy certain conditions and obtain certain regulatory approvals in order for an effective closing which date will be intimated to you in writing jointly by HGSL and the Company ("Closing Date"). The Closing Date of the Transaction shall be deemed to be the effective date of this letter of transfer of employment from HGSL to Company ("Effective Date").

We wish to inform you that in accordance with the Transaction documents, your employment with HGSL will stand transferred to the Company on the Effective Date ("Transfer"), subject to the terms and conditions of this appointment letter and acceptance by you. Upon such Transfer, you shall become an employee of the Company, and your current employment with HGSL shall cease at the end of the day immediately prior to the Effective Date ("Cessation Date").

Manikanta A

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

Transfer of your employment from HGSL to the Company will be subject to the following terms and conditions:

1. On and from the Effective Date, the Company shall become your employer, and HGSL shall have ceased to be your employer. As a result, from the Effective Date, the Company will perform all obligations towards you as an employer and you shall become an employee of Company which will perform all its duties as your employer.

   The Company confirms that from the Effective Date, the terms and conditions of employment applicable to you at HGSL as of the Cessation Date, including your compensation and all applicable employee benefits, will continue to apply to your employment with the Company and your transfer shall be on terms no less favourable than those applicable immediately prior to transfer of your employment. The employment agreement with HGSL, this Appointment Letter, read with applicable policies of the Company (including any amendments thereto), shall collectively be referred to as the "Employment Agreement" and will each continue to be an integral document governing the terms and conditions of your employment with the Company post your Transfer. Annexure A sets out the details of compensation payable and applicable employee benefits that are availed by you as of the Cessation Date and as shall be applicable during your employment with the Company from the Effective Date. For the avoidance of doubt it is clarified that benefits under the employment policies that are applicable to you as of Cessation Date but not yet availed will continue to apply to you post the Transfer. Any accumulated leave balances as of Cessation Date as per applicable HGSL policies shall be transferred by HGSL to the Company to your credit and will continue to be available after Transfer.

3. Your date of joining HGSL shall be deemed to be your date of joining the Company, and you will be deemed to have been in continuous service, without any interruption or break in service on account of the Transfer. In the event of cessation of your employment with the Company, the Company shall be obligated to pay you all terminal benefits under applicable law/contract (including gratuity, if applicable) from the date of your joining HGSL until the date of cessation of your employment with the Company, on the basis that your employment has been continuous and has not been interrupted by the Transfer.

4. Accrued salary, and other dues (if any) up till the Cessation Date, payable to you in relation to your employment with HGSL, shall, subject to deduction of taxes and other levies as per applicable law, be paid to you by HGSL. You shall also be entitled to reimbursement of amounts towards any unclaimed official expenses as per the internal policies of HGSL, subject to you claiming the same within thirty (30) days from the Cessation date. It is clarified that the Company shall not be liable to reimburse you for any such unclaimed official expenses that have been incurred prior to the Cessation Date. It is also clarified that HGSL shall also ensure that appropriate statutory contributions, including under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 ("EPF Act") and Employees' State Insurance Act, 1948 ("ESI Act"), are made up to the Cessation Date. The Company and HGSL shall cooperate with each other to the extent necessary to ensure transfer of your statutory contributions in the manner provided under the EPF Act and to ensure the transfer of the accrued gratuity accumulations representing your equitable interest up to the Cessation Date.

Manikanta A

®Used under license from Hinduja Global Solutions Limited

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

HGS HealthCARE

5. You hereby agree that upon receipt of the amounts mentioned in Part B of Annexure B, reimbursement amounts payable to you towards any unclaimed official expenses as mentioned in paragraph 4 above, and upon transfer of obligations towards applicable employee benefits as set out in Part A of Annexure B, no further amounts shall be outstanding/due from HGSL and HGSL shall stand released and discharged of all obligations/liabilities in relation to your employment with HGSL, and neither you, nor your successors or heirs shall have any claims whatsoever in this regard, against HGSL or any of its affiliates, or their representatives, officers, employees, directors, vendors or clients, in relation to your employment with HGSL.

6. HGSL hereby provides its consent for you to continue to retain possession and use of all HGSL property as assigned to you by HGSL for performing your duties and such HGSL property shall from the Effective Date become the property of the Company. In case you are required to return any HGSL property, the same will be communicated to you by HGSL and the Company jointly prior to the Effective Date, and you agree to abide by such request.

7. By signing this letter, you provide your consent to HGSL to transfer to the Company all your employment records (including without limitation pay slips, Form 16, investment declaration etc.), employment history, background verification details including supporting documents, confidential information including professional and performance related information, sensitive personal data and/or any other documents and papers required to be maintained in accordance with applicable laws, regulations, rules and government directives and as amended from time to time and for maintaining continuity of service and you also provide your consent to the Company to use such transferred records/data for administration of benefits and for use in connection with the Company's business requirements.

8. By signing this letter, you also acknowledge that HGSL may retain and use copies of your employment records (including without limitation pay slips, Form 16, investment declaration etc.), employment history, background verification details including supporting documents confidential information including professional and performance related information, sensitive personal data and/or any other documents and papers required to be maintained in accordance with applicable laws, regulations, rules and government directives as amended from time to time and/or for its administration/operational purposes, for risk management or for maintaining continuity of service.

9. You agree that the Transfer will be conditional upon: (i) the successful closing of the Transaction; and (ii) receipt of your acceptance by HGSL, Human Resources Department digitally or electronically within 5 (five) business days from the issuance date of this letter and the Company. You shall receive from HGSL 3 sets of this letter by post along with a return envelope addressed to HGSL. You shall return to HGSL 2 sets of this letter duly signed in wet ink by you, no later than 5 (five) days from receipt. HGSL shall thereafter deliver the wet ink acknowledged letter to the Company.

10. Notwithstanding your acceptance of this letter, in the event the Closing does not occur for any reason whatsoever, you agree and acknowledge that you will continue to be an employee of HGSL and that this Letter of Transfer of employment from HGSL cum Appointment Letter by the Company shall be null and void. In case the Closing Date is postponed, you will remain employed at HGSL until the day before the new Closing Date as may be mutually agreed between HGSL and the Company, and the said new Closing Date would be jointly intimated to you in writing by HGSL and the Company. The transfer of your employment to the Company will then take place on the new Closing Date in exactly the same manner, terms and conditions as above.

Manikanta A

®Used under license from Hinduja Global Solutions Limited

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

In case of any queries/ clarifications/concerns regarding the Transfer, please feel free to contact Triveni S. of HGSL at Transition21Helpdesk@teamhgs.com, or Berkmeer Team of the Company at PrismRelations@vistra.com and employeerelations@jsalaw.com

We look forward to your co-operation in completing the Transfer successfully.

For **Berkmeer India Private Limited**



Name: **Mr. Sanjeev Lakra**
Designation: Director

For **Hinduja Global Solutions Limited**



Name: **Giridhar GV**
Designation: Executive Vice President - Global Human Resources

ACCEPTANCE, ACKNOWLEDGEMENT AND RELEASE

I, Manikanta A (Emp ID: 244360), acknowledge, agree, accept and confirm the transfer of my employment to Berkmeer India Private Limited due to the Transaction on the basis of the terms and conditions set out in this Letter of Transfer of employment from HGSL cum Appointment Letter by the Company (Transfer Letter). I have read, understood and agree to the terms and conditions set out in this Transfer Letter and provide my acceptance to this Transfer Letter.

I hereby confirm that the accrued amounts as on the Effective Date in accordance with Part B of Annexure B represents the entire amount due and payable to me by Hinduja Global Solutions Limited ("HGSL"), and that there are no other dues/amounts payable by HGSL to me, and upon receipt thereof, I confirm that neither I nor my successors and legal heirs, have any claims against HGSL, and/or or any of its affiliates, or their representatives, officers, employees, directors, vendors or clients and hereby confirm that I waive any future claims whatsoever that I or my successors/heirs have or may have against HGSL and/or any of its affiliates, or their representatives, officers, employees, directors, vendors or clients, in relation to my employment with HGSL and cessation thereof.



(Signature)
Name: Manikanta A
Place: Bangalore
Date: **18-Dec-21**

®Used under license from Hinduja Global Solutions Limited

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

HGS HealthCARE

Annexure A*

Compensation breakup

(as present with HGSL as on the previous day of the Effective Date)

ANNEXURE - SALARY & ALLOWANCES				
Employee Name:	Manikanta A			
Employee Code:			244360	
Grade :	PC2	**Designation :** Trainee Process Consultant		
			Monthly (in INR)	**Annual (in INR)**
		"A" FIXED INR		
Basic Pay			6,262	75,144
House Rent Allowance			2,505	30,060
Shift Allowance			5,000	60,000
Skill Allowance			1,890	22,680
"A" Sub-total - Gross Pay			**15,657**	**187,884**
		"B" RETIRAL BENEFITS		
Advance against Provisional Statutory Bonus			522	6,262
Provident Fund **– *Employer's Contribution***			1,578	18,936
Gratuity			301	3,612
ESIC **– *Employer's Contribution***			526	6,312
"B" Sub-total - Retiral Benefits			**2,926**	**35,116**
Total Fixed Compensation			**18,583**	**223,000**
		"C" VARIABLE PAY		
Performance Incentive ***(@ 100% of given achievement targets)***			1,000	12,000
"C" Sub-total - Variable Pay			**1,000**	**12,000**
Total Cash Compensation (A*12 + B + C)			**19,583**	**235,000**
		"D" INSURANCE		
Medical / GPA Insurance Premium			0	0
Total Cost to Company (CTC) : Total of (A*12 + B+C+D)			**19,583**	**235,000**

Performance Incentive Ratings and Earnings Table						
Process Target achievement	**Training period**	**80% - 85%**	**>85% - <95%**	**>95% < 100%**	**>100% < 110%**	**>110%**
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	6,000	9,000	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	0	500	750	1,000	1,100	1,250

Manikanta A

®Used under license from Hinduja Global Solutions Limited

DocuSign Envelope ID: F999C11B-BD4D-4940-BDE6-52C39AECB905

HGS HealthCARE

Annexure – B*

Part-A: Accrued entitlement and benefits transferred from HGS to the Company

Employee Name : Manikanta A
Employee ID : 244360
Employee Date of Joining for the purposes of Gratuity : 22/Oct/21

Accrued entitlement	Quantum of accrual	Accrued entitlement payable/deductible on	Accrued entitlement payable/deductible by
Accrued Gratuity	As per applicable laws.	Employee's last working day	Payable by the Company

Part-B: Accrued entitlement and benefits to be settled by HGSL

Accrued entitlement	Quantum	Accrued entitlement payable as part of full and final settlement :	Accrued entitlement payable by
Leave Encashment of accumulated unavailed earned leave as of September 30, 2021, which is in excess of 60 days	Computed on basic salary as per current HGSL policy	Cessation Date	HGSL
Accrued but unpaid Salary up to Cessation Date	As per computation	Cessation Date	HGSL

Manikanta A

®Used under license from Hinduja Global Solutions Limited

TeamLease™
Putting India to Work

Date: 30 Apr 2022

Ms Pavithra T
Balasamudra valluru post Pavagada taluk Tumkur
district
Karnataka 572136

Employee No: 2424943
Dear Ms Pavithra T

Appointment Letter

We are pleased to appoint you in our organization as Associate subject to the following terms and conditions:

1. Your contract will commence from 02 May 2022 and expire on 01 May 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 30 Apr 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

2. You hereby agree to be liable for the following terms and conditions:

   i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
   ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
   iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
   iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
   v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
   vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
   vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
   viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
   ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.

3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.

4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.

5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.

6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.

10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

12. The nature of your relationship with TeamLease will be that of contract of service from 02 May 2022 to 01 May 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

(Authorized Signatory)

Accepted and Agreed

Signature and date:
Name: PAVITHRA T

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/373226F72C7

TeamLease™
Putting India to Work

Salary Annexure

Employee No: 2424943

Particulars	Amount
Basic	11667
House Rent Allowance	5834
Conveyance	1600
Employer PF Contribution	2266
Insurance	63
Medical Reimbursement	1250
Works Allowance	5614
Statutory Bonus	836
Employee Compensation	37
TotalAmount	29167
Amount In Words(Rs)	Twenty Nine Thousand One Hundred Sixty Seven Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	11667
House Rent Allowance	5834
Conveyance	1600
Medical Reimbursement	1250
Works Allowance	5614
Statutory Bonus	836
Gross Earnings	**26801**
DEDUCTIONS *	**Amount**
Employee PF	2266
Professional Tax	209
Total Deduction	**2475**
Net Salary	**24326**

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961
** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/373226F72C7

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : https:tlconnect.teamlease.com/LearningThe training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/373226F72C7

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Prerana C
#330/2 Raghavendra layout, Hulimavu main Road, B.G road, Bangalore
Bangalore560076

Sub: Offer Letter

Dear Prerana,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only).** The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Offer for the Position of Medical Scribe Trainee - AQuity Solutions India Pvt. Ltd- Bangalore - AASHITHA R

Doulathulla P K <doulath.pk@aquitysolutions.com> Fri, Sep 2, 2022 at 9:58 AM

TO: Savitha K P <savithakp@dayanandasagar.edu>,
Cc: HR - Statutory Compliance <hr-statutorycompliance@aquitysolutions.com>

Hi AASHITHA R,

Congratulations!

Subsequent to the tests and interviews you had with us, we are pleased to extend you an offer to join AQuity Solutions India Private Limited (here in after referred to as "the Company" or "AQuity Solutions") as **Medical Scribe Trainee** at its office located at Bangalore in the state of Karnataka.

Your Annual Cost to the company (CTC) shall be **Rs. 4,20,000/- only (Rupees Four Lakhs Twenty Thousand only**) and the same will be structured as per the attached Annexure 1.

Please note:

- Your employment with AQuity Solutions will be governed by your **Appointment Letter**, which will be issued to you at the time of your joining.
- You are required to submit all the **documents and forms** as required by the Company at the time of your joining.
- You are required to submit **Medical Fitness Certificate** from a recognized Medical Practitioner at the time of Joining (not more than a week older on the date of joining).
- Expecting a **good broadband** connectivity from the day-one of your joining.
- This offer has been made based on the information furnished by you. At any point in time, if it is proved that the information provided by you is wrong, this offer will become void.
- The terms of this Offer Letter are valid for seven (7) days from the date of this mail. If we do not receive your acceptance of this offer within 7 days, the terms of this mail and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.

To indicate your acceptance of this Offer Letter, **respond to this email immediately with a confirmation on your earliest date of joining** depends on your availability to join the Medical scribe Training program. We shall confirm your actual date of joining with the company based on the availability of the subsequent training batches.

Wish you All the Best..!!

Please feel free to contact us in case of any further clarification.

Regards

AQuity Solutions

Solutions for Smarter Healthcare

Doulathulla P K | **Sr. Manager – Human Resources**

AQuity Solutions, India Private Limited

17/2, Dollars Chamber, Lalbagh Road

Bengaluru - 560027
Mobile I 91 9845747745 Office I 080-22247626 / 7636

Doulath.pk@aquitysolutions.com

Website|www.aquitysolutions.in | www.aquitysolutions.com



CTC Breakup - DTS Trainee.pdf
52K

AQuity

Aquity Solutions/Bangalore, India - Service Center- 7 : AKR/Medical Scribing

August 22, 2022

Ms. Arya Harsh
Address: MS-023-0466 , Sandalpur
Near Fari , Bibichak choraha
Munger , Bihar-811201

Subject: Offer Letter

Dear Arya Harsh,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Bangalore - AKR** in the state of Karnataka.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/-** only **(Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **22-Aug-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,
For **Aquity Solutions India Private Limited**

Manjunath.R

Authorised Signatory

AQUITY SOLUTIONS INDIA PVT. LTD. BENGALURU

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____.

Accepted:

Signature: _____ Date: _____

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Offer for the Position of Medical Scribe Trainee - AQuity Solutions India Pvt. Ltd- Bangalore - KASHISH BHAGERIA

Doulathulla P K <doulath.pk@aquitysolutions.com> Fri, Sep 2, 2022 at 9:58 AM

TO: Savitha K P <savithakp@dayanandasagar.edu>,
Cc: HR - Statutory Compliance <hr-statutorycompliance@aquitysolutions.com>

Hi KASHISH BHAGERIA,

Congratulations!

Subsequent to the tests and interviews you had with us, we are pleased to extend you an offer to join AQuity Solutions India Private Limited (here in after referred to as “the Company” or “AQuity Solutions”) as **Medical Scribe Trainee** at its office located at Bangalore in the state of Karnataka.

Your Annual Cost to the company (CTC) shall be **Rs. 4,20,000/- only (Rupees Four Lakhs Twenty Thousand only**) and the same will be structured as per the attached Annexure 1.

Please note:

- Your employment with AQuity Solutions will be governed by your **Appointment Letter**, which will be issued to you at the time of your joining.
- You are required to submit all the **documents and forms** as required by the Company at the time of your joining.
- You are required to submit **Medical Fitness Certificate** from a recognized Medical Practitioner at the time of Joining (not more than a week older on the date of joining).
- Expecting a **good broadband** connectivity from the day-one of your joining.
- This offer has been made based on the information furnished by you. At any point in time, if it is proved that the information provided by you is wrong, this offer will become void.
- The terms of this Offer Letter are valid for seven (7) days from the date of this mail. If we do not receive your acceptance of this offer within 7 days, the terms of this mail and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.

To indicate your acceptance of this Offer Letter, **respond to this email immediately with a confirmation on your earliest date of joining** depends on your availability to join the Medical scribe Training program. We shall confirm your actual date of joining with the company based on the availability of the subsequent training batches.

Wish you All the Best..!!

Please feel free to contact us in case of any further clarification.

Regards

AQuity Solutions

Solutions for Smarter Healthcare

Doulathulla P K | **Sr. Manager – Human Resources**

AQuity Solutions, India Private Limited

17/2, Dollars Chamber, Lalbagh Road

Bengaluru - 560027

Mobile I 91 9845747745 Office I 080-22247626 / 7636

Doulath.pk@aquitysolutions.com

Website|www.aquitysolutions.in | www.aquitysolutions.com



CTC Breakup - DTS Trainee.pdf
52K

Aquity Solutions/Bangalore, India - Service Center- 7 : AKR/Medical Scribing

August 16, 2022

Ms. Sheela R
Address: #93 2A Cross
JP Nagar 6th phase
KR layout Bangalore-560078

Subject: Offer Letter

Dear Sheela R,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Bangalore - AKR** in the state of Karnataka.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/-** only **(Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **16-Aug-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,
For **Aquity Solutions India Private Limited**

Manjunath. R

Authorised Signatory

AQUITY SOLUTIONS INDIA PVT. LTD. BENGALURU

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before 16/08/2022.

Accepted:

Signature: R. Sheela. Date: 16/08/2022

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

AQuity Solutions

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Sheela R **Designation / Division: Medical Scribe Trainee / Medical Scribing**		
Particulars	**Compensation Per Month Rs.**	**Compensation Per Annum Rs.**
Basic	11737	140844
HRA	6455	77460
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	880	10560
City Compensatory Allowance (CCA)	3610	43320
Interim Bonus (IB)	2510	30120
Gross Earnings (Rs.) - 1. (Rs.)	**29342**	**352104**
Performance Allowance	2500	30000
Hardship Allowance	0	0
Total Earnings (Rs.) - 2. (Rs.)	**31842**	**382104**
Company's Contribution to		
Provident Fund	1526	18312
Gratuity	564	6768
Mediclaim Insurance	412	4944
Subsidised Canteen facility	656	7872
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	**3158**	**37896**
Total Monthly CTC (Rs.) - 1+ 2 +3	**35000**	**420000**
Total Annual CTC (Rs.)	**420000**	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaim Insurance - Mediclaim Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

Manjunath. R

R. Sheela.

AQuity Solutions

Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10 th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self-attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

Manjunath. R R. Bala.

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Offer for the Position of Medical Scribe Trainee - AQuity Solutions India Pvt. Ltd- Bangalore - Priya S Nagur

Doulathulla P K <doulath.pk@aquitysolutions.com> Fri, Sep 2, 2022 at 9:58 AM
To: "priyanagur08401@gmail.com" <priyanagur08401@gmail.com>
Cc: Savitha K P <savithakp@dayanandasagar.edu>, HR - Statutory Compliance <hr-statutorycompliance@aquitysolutions.com>

Hi Priya S Nagur,

Congratulations!

Subsequent to the tests and interviews you had with us, we are pleased to extend you an offer to join AQuity Solutions India Private Limited (here in after referred to as “the Company” or “AQuity Solutions”) as **Medical Scribe Trainee** at its office located at Bangalore in the state of Karnataka.

Your Annual Cost to the company (CTC) shall be **Rs. 4,20,000/- only (Rupees Four Lakhs Twenty Thousand only**) and the same will be structured as per the attached Annexure 1.

Please note:

- Your employment with AQuity Solutions will be governed by your **Appointment Letter**, which will be issued to you at the time of your joining.
- You are required to submit all the **documents and forms** as required by the Company at the time of your joining.
- You are required to submit **Medical Fitness Certificate** from a recognized Medical Practitioner at the time of Joining (not more than a week older on the date of joining).
- Expecting a **good broadband** connectivity from the day-one of your joining.
- This offer has been made based on the information furnished by you. At any point in time, if it is proved that the information provided by you is wrong, this offer will become void.
- The terms of this Offer Letter are valid for seven (7) days from the date of this mail. If we do not receive your acceptance of this offer within 7 days, the terms of this mail and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.

To indicate your acceptance of this Offer Letter, **respond to this email immediately with a confirmation on your earliest date of joining** depends on your availability to join the Medical scribe Training program. We shall confirm your actual date of joining with the company based on the availability of the subsequent training batches.

Wish you All the Best..!!

Please feel free to contact us in case of any further clarification.

Regards

AQuity Solutions

Solutions for Smarter Healthcare

Doulathulla P K | Sr. Manager – Human Resources

AQuity Solutions, India Private Limited

17/2, Dollars Chamber, Lalbagh Road

Bengaluru - 560027
Mobile I 91 9845747745 Office I 080-22247626 / 7636

Doulath.pk@aquitysolutions.com

Website|www.aquitysolutions.in | www.aquitysolutions.com



CTC Breakup - DTS Trainee.pdf
52K

ARTECH
INTELLIGENCE IS HUMAN

Address: _____

Sub: Letter of Intent

Dear RAKSHITH GOWDA A,

Congratulations!

We are happy to inform you that we have decided to offer you the position of **"Associate Recruiter"** at our Bangalore office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us in the **second week of June'2022**. Your total cost to the company would be **INR 4,08,000 (Four Lakhs Eight Thousand only- Including Benefits) Per Annum.** You are entitled for a monthly pay of INR 25,000. During your training period of first 2 months, you will receive a stipend of INR 10,000 per month. Post successful completion of 2 months training, you will be eligible to receive a salary of INR 25,000 per month.

During your traineeship period of initial two months, you will be designated as "Trainee – RPO'' and post successful completion of training as an ''Associate Recruiter''.

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

Please carry all the original documents as listed below at the time of joining, along with one set of photocopy:

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy
6. Aadhar Card Number

In case any documents/references don't correspond to the claimed information, the offer extended would stand null & void and would lead to withdrawal of the offer.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

Your appointment letter will be handed over to you once the background check is completed satisfactorily.

You are expected to serve the organization for a minimum period of 18 months or else a retribution amount of Rupees One Lakh (INR 1,00,000) would be imposed to recover the tangible and intangible cost incurred on you.

You are requested to sign and return a copy of this letter as a token of acceptance of the terms and conditions.

We welcome you to the Artech family and look forward to a long-term fruitful relationship.

Wishing you all the best!

Thanking You,
Yours Sincerely,
For Artech Infosystems Pvt. Ltd.
Sushant Singh Anand
(Sr. Manager- Human Resources)

Acknowledgment Letter

Company Profile:

Artech is the largest Women & Minority owned IT staffing firm in the US, with US$ 725 million in annual revenues and a footprint across the globe. Artech was formed almost 3 decades ago and today, with commitment to providing best in class workforce solutions based on applied human intelligence, Artech works with over 85 Fortune 500 clients across USA, Canada, India, and China.

*At Artech, **we value human intelligence.***

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

I am very pleased to accept the position of **Associate Recruiter - US IT Recruitment.**

I have attended the pre-placement presentation by Artech and have clearly understood the roles and responsibilities of the position along with the company's policies & benefits.

I am aware of the fact, that the job profile is in **Night shift** from **7:00 PM till 4:00 AM or 9:00 PM till 6:00 AM.**

I acknowledge the fact that at the time of joining Artech, I will have to sign a **Service level agreement (SLA)** for a period of **18 months.**

I am excited to join Artech & look forward to a rewarding career ahead.

I accept the term & conditions stated above.

Thanking you,
Regards,

_____(sign here)

Date:_____
College: _____

Ref: BBIL/HR/LET_OFR/8691
Date: 08/12/2022

Ms. Gayathri sr
No. 2022, 17th Main Road, AECS Layout 'A' Block
near Ganesha temple, kudlu
Karnataka - 560068

Dear Gayathri,

Subject: Letter of offer for employment

Further to the interview you had with us, we are pleased to offer you employment in our organization as EXECUTIVE in ASEPTIC MANUFACTURING OPS B1**.**
Your base location would be: Bangalore

Attached to this email offer are the following:

a. Annexure 1 - Detailed Emoluments.
b. Annexure 2 - Key Policies and Benefits..
c. Terms and Conditions of Employment

You may confirm your acceptance of this offer by responding to this email.

We look forward to your acceptance of offer and request you to join us on 08/22/2022 **at 8.30 AM.**

You would be issued a detailed appointment letter once you join our organization.

For any queries / concern please reach out to,

Name: ISHITA MUKHERJEE
Email ID: ISHITA.MUKHERJEE101@BIOCON.COM

Please ensure that all declarations are true, failing which the company holds the rights to revoke the offer/ appointment. As a policy a detailed Employee Background Verification is done for all employees who join Biocon Group.

This offer stands withdrawn, in case you do not confirm your acceptance (in writing or through an email) within seven days from the date of this letter. Consequently you will not have any further claim for employment with us.

This offer is subject to your medical fitness as per the rules of the company. Further to your offer acceptance you will be required to complete Pre-employment Medical Check up.

Please Note : On your date of joining , it is mandatory for you to produce an acknowledged copy of your resignation letter or the relieving letter from your last employer.

Thanking You,

Yours faithfully,

For Biocon Biologics Limited ,

AMITAVA SAHA
PRESIDENT- HR

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

June 08, 2022

Mr. G Sri Sai Dattatreya
H No:14-1-88/2/17, Laxmi Nagar,
Allapur, Kukatpally, Medchal,
Balanagar - 500018.
Mobile: 9515658456.

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Sai,

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as ***"Trainee - Quality Control"*** *in our firm.*

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before ***July 15, 2022****. Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.*

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

June 08, 2022

Mr. G Sri Sai Dattatreya

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone*

Himalaya SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME MR G SRI SAI DATTATREYA

DESIGNATION TRAINEE - QUALITY CONTROL

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Hiring_Technical Trainees

Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> Wed, May 11, 2022 at 12:33 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Dear Ms. Savitha,

Thanks for your co-operation in the campus recruitment process, below is the list of students selected.

Request you to check with the students and update their date of joining.

S. No	Name	Division	Offer Status	Joining Date	Gender	Institute
1	Chandana L	QC	Offer Accepted		Female	DSU
2	Lavanya	QC	Offer Accepted		Female	DSU
3	Madah Yosof	QA	Offer Accepted		Female	DSU
4	Meghana	QC	Offer Accepted		Female	DSU
5	Pradyumna	Production	Offer Accepted		Male	DSU
6	Sagar M G	Production	Offer Accepted		Male	DSU
7	Seema U Bhat	QC	Offer Accepted		Female	DSU
8	Shruthi Bhaskar Poojari	QC	Offer Accepted		Female	DSU
9	Shubham Kumar	QC	Offer Accepted		Male	DSU
10	Sreekantha Athreya	QC	Offer Accepted		Male	DSU
11	Srilakshmi Hegde	QC	Backed out		Female	DSU
12	Sri Sai	QC	To be offered		Male	DSU

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are

notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 04 May 2022 11:43
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day....

Can you kindly update us on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Thu, Apr 28, 2022 at 3:08 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Hi Mahesh,
>
> As per yesterday's conversation kindly find below the interested students details:

BAS20MMB020	KS Bhavan	Male	11-05-2000	09591580979	ksbhavan2000@gmail.com	M.Sc Microbiology
BAS20MBT025	Samrudh M M	Male	06 09 1998	08050512232	Samrudh.baldwins@gmail.com	M.Sc Biotechnology
HSC20MPS012	Sagar M G	Male	11-04-1998	7411836383	Sagarmg456@gmail.com	M.Pharma
Bas20mbt009	Manikanta R	Male	24/02/2000	8549878932	Manikantaganiga24@gmail.com	M.Sc Biotechnology
Hsc20mpl007	Mohd Saalim ansari	Male	10/10/1998	+918171586380	salimansari2710@gmail.com	M.Pharma
BAS20MBC008	G. Pradyumna	Male	05/02/2000	8050560879	sashipg@gmail.com	M.Sc Biochemistry
HSC18PH0074	Shubham Kumar	Male	04/05/1999	+916206275309	shubhamtiwary94731@gmail.com	B.Pharma
BAS20MMB028	MURALIKRISHNA G	Male	12-08-1999	7019580227	Krishnakrishna0632@gmail.com	B.Sc
BAS20MBC002	Akshay B Shetty	Male	09-07-1999	7975990256	akshaybshetty09@gmail.com	M.Sc Biochemistry
BAS20MBC001	Akash HC	Male	26-03-1999	8618109599	akashchalkodu@gmail.com	M.Sc Biochemistry

HSC20MPS009	Mohammed Zubair Momin	Male	15/09/1997	7760065550	Zubairmomin851@gmail.com	M.Pharma

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Mon, Apr 25, 2022 at 10:10 AM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Thanks for the information Mahesh...
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu
>
> On Mon, Apr 25, 2022 at 10:06 AM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:
>
> > Dear Savitha,
> >
> > All the Interviews are face to face, details of the venue is given under.
> >
> > Himalaya Wellness Company
> > Makali, Bangalore - 562 123 (Karnataka State)
> >
> > **Tel # : 080 2216 9528/31/22/34**
> >
> > **Bus Routes at Bangalore:**
> >
> > - From Majestic: 258, 258 C, & 258 H, platform no: 20
> > - From K.R. Market: 258 G, 257, & 255
> >
> > **Kindly bring the following documents (a set of photocopies) at the time of interview:**
> >
> > - All Marks Cards (From 10th to the highest qualification – photocopy)
> > - Recent colour passport size photograph
> > - Resume
> >
> > for the first slot it is 14 students, will share the second slot shortly.
> >
> > Regards,

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 25 April 2022 09:28
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day..

Thanks for the shortlist. We will inform the students about the interview slots. Kindly let us is it only telephonic or will you be sharing the link for face to face interview?

Over the phone it was mentioned that 20 students are shortlisted, but only 14 students' names are there in the shortlist. Is this correct?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sun, Apr 24, 2022 at 6:55 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Hi Savitha,
>
> Below is the interview schedule and shortlisted students.
>
> | S. No | Total points | Name2 | Name of the College | Time | Date |
> |---|---|---|---|---|---|

1	35	Madah Yousuf	Dayananda sagar college of pharmacy		April 26, 2022
2	33	Lavanya B	Dayananda sagar university		
3	32	Sreekantha Athreya	Dayananda Sagar University	12:30pm	
4	32	SHRUTHI BHASKAR POOJARI	DAYANANDA SAGAR UNIVERSITY		
5	30	Meghana.c	Dayananda Sagar University		
6	29	G Sri Sai Dattatreya	Dayananda Sagar College of pharmacy	01:00pm	
7	29	Likhitha M	Dayanand Sagar College		
8	28	C Lalbiakdiki	Dayananda Sagar University		
9	28	Shrilakshmi Hegde	Dayananda Sagar Institution	01:30pm	
10	28	Kalpitha M kumar	Dayananda Sagar University (DSU)		
11	27	Seema U Bhat	Dayananda sagar University		
12	27	Mrudula RD	Dayanand sagar university	02:00pm	
13	27	CHANDANA.L	DAYANANDA SAGAR UNIVERSITY		
14	24	Tanya Maheshwari	Dayanan Sagar University	02:30pm	

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 20 April 2022 14:02
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Thank you so much.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, Apr 20, 2022 at 12:30 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> Attached email FYR. We have rolled out the email to all the students.
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 18 April 2022 12:09
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

As discussed, PFA the interested students details and their resumes for your reference. Kindly let us know the further process.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sat, Apr 16, 2022 at 12:16 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Dear Mahesh,
>
> Greetings of the day....
>
> Thanks for writing to us. As discussed, we will get back to you with the students list by coming Tuesday.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu

On Fri, Apr 15, 2022 at 2:26 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> As discussed, We are in process of hiring 50 students as Technical Trainees. Attached is the JD for the same.
>
> Request you to open the requirement with students and share us the interested list of students in the data base sheet.
>
> In case of any clarification please feel free to reach me on 8904774394.
>
> Regards,
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

 **please consider the environment before printing this e-mail**

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Hiring_Technical Trainees

Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> Wed, May 11, 2022 at 12:33 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Dear Ms. Savitha,

Thanks for your co-operation in the campus recruitment process, below is the list of students selected.

Request you to check with the students and update their date of joining.

S. No	Name	Division	Offer Status	Joining Date	Gender	Institute
1	Chandana L	QC	Offer Accepted		Female	DSU
2	Lavanya	QC	Offer Accepted		Female	DSU
3	Madah Yosof	QA	Offer Accepted		Female	DSU
4	Meghana	QC	Offer Accepted		Female	DSU
5	Pradyumna	Production	Offer Accepted		Male	DSU
6	Sagar M G	Production	Offer Accepted		Male	DSU
7	Seema U Bhat	QC	Offer Accepted		Female	DSU
8	Shruthi Bhaskar Poojari	QC	Offer Accepted		Female	DSU
9	Shubham Kumar	QC	Offer Accepted		Male	DSU
10	Sreekantha Athreya	QC	Offer Accepted		Male	DSU
11	Srilakshmi Hegde	QC	Backed out		Female	DSU
12	Sri Sai	QC	To be offered		Male	DSU

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are

notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 04 May 2022 11:43
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day....

Can you kindly update us on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Thu, Apr 28, 2022 at 3:08 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Hi Mahesh,
>
> As per yesterday's conversation kindly find below the interested students details:

BAS20MMB020	KS Bhavan	Male	11-05-2000	09591580979	ksbhavan2000@gmail.com	M.Sc Microbiology
BAS20MBT025	Samrudh M M	Male	06 09 1998	08050512232	Samrudh.baldwins@gmail.com	M.Sc Biotechnology
HSC20MPS012	Sagar M G	Male	11-04-1998	7411836383	Sagarmg456@gmail.com	M.Pharma
Bas20mbt009	Manikanta R	Male	24/02/2000	8549878932	Manikantaganiga24@gmail.com	M.Sc Biotechnology
Hsc20mpl007	Mohd Saalim ansari	Male	10/10/1998	+918171586380	salimansari2710@gmail.com	M.Pharma
BAS20MBC008	G. Pradyumna	Male	05/02/2000	8050560879	sashipg@gmail.com	M.Sc Biochemistry
HSC18PH0074	Shubham Kumar	Male	04/05/1999	+916206275309	shubhamtiwary94731@gmail.com	B.Pharma
BAS20MMB028	MURALIKRISHNA G	Male	12-08-1999	7019580227	Krishnakrishna0632@gmail.com	B.Sc
BAS20MBC002	Akshay B Shetty	Male	09-07-1999	7975990256	akshaybshetty09@gmail.com	M.Sc Biochemistry
BAS20MBC001	Akash HC	Male	26-03-1999	8618109599	akashchalkodu@gmail.com	M.Sc Biochemistry

HSC20MPS009	Mohammed Zubair Momin	Male	15/09/1997	7760065550	Zubairmomin851@gmail.com	M.Pharma

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Mon, Apr 25, 2022 at 10:10 AM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Thanks for the information Mahesh...
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu
>
> On Mon, Apr 25, 2022 at 10:06 AM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:
>
> > Dear Savitha,
> >
> > All the Interviews are face to face, details of the venue is given under.
> >
> > Himalaya Wellness Company
> > Makali, Bangalore - 562 123 (Karnataka State)
> >
> > **Tel # : 080 2216 9528/31/22/34**
> >
> > **Bus Routes at Bangalore:**
> >
> > - From Majestic: 258, 258 C, & 258 H, platform no: 20
> > - From K.R. Market: 258 G, 257, & 255
> >
> > **Kindly bring the following documents (a set of photocopies) at the time of interview:**
> >
> > - All Marks Cards (From 10th to the highest qualification – photocopy)
> > - Recent colour passport size photograph
> > - Resume
> >
> > for the first slot it is 14 students, will share the second slot shortly.
> >
> > Regards,

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 25 April 2022 09:28
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day..

Thanks for the shortlist. We will inform the students about the interview slots. Kindly let us is it only telephonic or will you be sharing the link for face to face interview?

Over the phone it was mentioned that 20 students are shortlisted, but only 14 students' names are there in the shortlist. Is this correct?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sun, Apr 24, 2022 at 6:55 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Hi Savitha,
>
> Below is the interview schedule and shortlisted students.
>
> | S. No | Total points | Name2 | Name of the College | Time | Date |
> |---|---|---|---|---|---|

1	35	Madah Yousuf	Dayananda sagar college of pharmacy		April 26, 2022
2	33	Lavanya B	Dayananda sagar university		
3	32	Sreekantha Athreya	Dayananda Sagar University	12:30pm	
4	32	SHRUTHI BHASKAR POOJARI	DAYANANDA SAGAR UNIVERSITY		
5	30	Meghana.c	Dayananda Sagar University		
6	29	G Sri Sai Dattatreya	Dayananda Sagar College of pharmacy	01:00pm	
7	29	Likhitha M	Dayanand Sagar College		
8	28	C Lalbiakdiki	Dayananda Sagar University		
9	28	Shrilakshmi Hegde	Dayananda Sagar Institution	01:30pm	
10	28	Kalpitha M kumar	Dayananda Sagar University (DSU)		
11	27	Seema U Bhat	Dayananda sagar University		
12	27	Mrudula RD	Dayanand sagar university	02:00pm	
13	27	CHANDANA.L	DAYANANDA SAGAR UNIVERSITY		
14	24	Tanya Maheshwari	Dayanan Sagar University	02:30pm	

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 20 April 2022 14:02
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Thank you so much.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, Apr 20, 2022 at 12:30 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> Attached email FYR. We have rolled out the email to all the students.
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 18 April 2022 12:09
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

As discussed, PFA the interested students details and their resumes for your reference. Kindly let us know the further process.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sat, Apr 16, 2022 at 12:16 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Dear Mahesh,
>
> Greetings of the day....
>
> Thanks for writing to us. As discussed, we will get back to you with the students list by coming Tuesday.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu

On Fri, Apr 15, 2022 at 2:26 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> As discussed, We are in process of hiring 50 students as Technical Trainees. Attached is the JD for the same.
>
> Request you to open the requirement with students and share us the interested list of students in the data base sheet.
>
> In case of any clarification please feel free to reach me on 8904774394.
>
> Regards,
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

 **please consider the environment before printing this e-mail**

HIMALAYA WELLNESS COMPANY
(Formerly known as The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

Himalaya SINCE 1930 90+

April 26, 2022

MS. Seema U Bhat
Bangalore
Dept- Quality control

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Seema

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

April 26, 2022

Ms. Seema

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director - Human Resources

Please note: The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone

Himalaya SINCE 1930

90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME Ms. Seema

DESIGNATION **TRAINEE**

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

Himalaya SINCE 1930 90+

April 26, 2022

Mr. Shubham Kumar
Bangalore
Quality Control

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Shubham

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

Himalaya
SINCE 1930

90+ YEARS OF TRUST

April 26, 2022

Mr. Shubham Kumar

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone*

Requisition ID # HC#IND/15105/14

Resume ID # RES/526688/14 **27-Jul-2022**

To,
Aniket Mazumdar,
Bangalore

Dear Aniket Mazumdar,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Junior- Copy Editor** in our Company as detailed below:
Your appointment is effective from the date of joining, which is tentatively **17 August, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **17 August, 2022.** During this period your total Compensation will be **Rs. 340,000 p.a. (Rupees Three Lakhs Forty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I **Aniket Mazumdar,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **17 August, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	152,496	12,708
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	50,772	4,231
HRA	22,874	1,906
Communication	12,000	1,000
Sub Total 1	**238,142**	**19,845**
Retiral Components		
Provident Fund	22,320	1,860
Gratuity	7,335	611
Sub Total 2	**29,655**	**2,471**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**305,000**	25,417
Annual Payout	18,000	1,500
Variable Pay - On a rating of 3	17,000	1,417
Cost to Company (CTC)	**340,000**	**28,333**
Deductions		
Employee Provident Fund	22,320	1,860
Retirals		
Employer Provident Fund	22,320	1,860
Gratuity	7,335	611
Total	**51,975**	**4,331**
Net Take home (without TDS)	**253,025**	**21,085**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 17,000/-p.a.(Rupees Seventeen Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be

entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 18,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Requisition ID # HC#IND/15105/14

Resume ID # RES/526685/14 **27-Jul-2022**

To,
Lavanya R S,
Bangalore

Dear Lavanya R S,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Junior- Copy Editor** in our Company as detailed below:
Your appointment is effective from the date of joining, which is tentatively **17 August, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **17 August, 2022.** During this period your total Compensation will be **Rs. 340,000 p.a. (Rupees Three Lakhs Forty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I **Lavanya R S,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **17 August, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	152,496	12,708
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	50,772	4,231
HRA	22,874	1,906
Communication	12,000	1,000
Sub Total 1	**238,142**	**19,845**
Retiral Components		
Provident Fund	22,320	1,860
Gratuity	7,335	611
Sub Total 2	**29,655**	**2,471**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**305,000**	25,417
Annual Payout	18,000	1,500
Variable Pay - On a rating of 3	17,000	1,417
Cost to Company (CTC)	**340,000**	**28,333**
Deductions		
Employee Provident Fund	22,320	1,860
Retirals		
Employer Provident Fund	22,320	1,860
Gratuity	7,335	611
Total	**51,975**	**4,331**
Net Take home (without TDS)	**253,025**	**21,085**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 17,000/-p.a.(Rupees Seventeen Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the

payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 18,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Requisition ID # HC#IND/15105/14

Resume ID # RES/519396/14 **27-Jul-2022**

To,
Archita Raj,
Bangalore

Dear Archita Raj,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Junior- Copy Editor** in our Company as detailed below:
Your appointment is effective from the date of joining, which is tentatively **17 August, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **17 August, 2022.** During this period your total Compensation will be **Rs. 340,000 p.a. (Rupees Three Lakhs Forty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I **Archita Raj,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **17 August, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	152,496	12,708
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	50,772	4,231
HRA	22,874	1,906
Communication	12,000	1,000
Sub Total 1	**238,142**	**19,845**
Retiral Components		
Provident Fund	22,320	1,860
Gratuity	7,335	611
Sub Total 2	**29,655**	**2,471**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**305,000**	25,417
Annual Payout	18,000	1,500
Variable Pay - On a rating of 3	17,000	1,417
Cost to Company (CTC)	**340,000**	**28,333**
Deductions		
Employee Provident Fund	22,320	1,860
Retirals		
Employer Provident Fund	22,320	1,860
Gratuity	7,335	611
Total	**51,975**	**4,331**
Net Take home (without TDS)	**253,025**	**21,085**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 17,000/-p.a.(Rupees Seventeen Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the

payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 18,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Date :18/07/2022

To
Vishwas Reddy C
(Code: CAN445692)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Medical Coordinator**. Your services are being deputed to **Novo Nordisk India Private Ltd** on the following terms and conditions:

- Your employment will be valid from **20/07/2022 To 19/07/2023** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 318,696.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

  a. Complete on the Randstad portal:
     - Employee profile form
     - Statutory Nomination forms like ESIC, PF, Mediclaim etc.

  b. Upload proofs of your documents:
     - Government mandated ID proof: Aadhar Card and PAN
     - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
     - Copy of both Educational certificates & Previous employment documents.
     - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login.
A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	17,657.00	211,884.00
House Rent Allowance	3,130.00	37,560.00
Statutory Bonus	3,532.00	42,384.00
Gross Salary	24,319.00	291,828.00
Employer's Contribution to EPF	2,119.00	25,428.00
Insurance	120.00	1,440.00
CTC (Cost to the company)	26,558.00	318,696.00
Employee's Contribution to EPF	2,119.00	25,428.00
Total Deduction	2,119.00	25,428.00
Net take home = (Gross salary- Total deduction)	22,200.00	266,400.00

* Income tax, Proffessional tax and LWF as applicable will be deducted.
* All the taxes will be deducted as applicable by law.Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

2022.02.03.ogh.pre-placement talk- Dayananda Sagar University

Anish Raj <anish.raj@oghealthcare.com> Fri, Mar 25, 2022 at 2:31 PM
To: Savitha K P <savithakp@dayanandasagar.edu>
Cc: Recruitment <Recruitment@oghealthcare.com>, Ramesh Babu - DSATM <placements@dsatm.edu.in>

Hi Savitha Mam,

Please find the list of students who have been selected:

Sl.No	Candidate_First_Name	Candidate_Last_Name
1	Shruthi	Poojari
2	Lavanya	B
3	Yukthi	H S
4	Pragya	Singh
5	Parul	Sinha
6	Mateen Ahmed	P

Regards,
Anish Raj
Talent Acquisition Manager
Mobile No: 8861002216



From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 28 February 2022 16:39
To: Anish Raj <anish.raj@oghealthcare.com>
[Quoted text hidden]

[Quoted text hidden]

14/04/2022

A NIKHIL MEDATWAL
11thMainRd,ChandraNagar,
KumaraswamyLayout,Bengaluru,
Karnataka 560078.

TRAINEE OFFER LETTER

Dear A NIKHIL MEDATWAL,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Phable Campus connect || Associate Medical Coding

Julie Tereza <julie.tereza@phablecare.com> Sat, Jun 18, 2022 at 2:32 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi Savita,

The below candidates are selected:

Sanjana
Anima
Sumanth
Sonali

Please note - These students will be interns with us for the initial 3 months as their final year results are awaited. Post successful completion of internship, they will be converted to FTs (based on performance). The stipend will be 12K/Month.

Location - Bangalore

Request you to convey the same with the selected students and kindly confirm their acceptance and DOJ with us at the earliest.

[Quoted text hidden]

Phable

A Brand of Terrals Technologies Pvt Ltd

30th June, 2022

Name: Ms. Anima Dash
Email Id: animadash3@gmail.com

Sub: Letter of Internship

Hello Anima,

We are happy to extend an offer of internship with Phable Care from July 4th, 2022 till October 3rd, 2022.

Your responsibility will require you to take ownership of the assigned project/deliverables, under the guidance of the assigned supervisor.

The terms of the agreement are that you will receive a total monthly compensation in the form of Stipend of INR. 12,000.

Post your confirmation you will be entitled for an annual package of INR 3, 25,000 per annum.

We are a five-day working organisation (Monday to Friday). Holidays will be as per the company holiday list. You will be required to maintain the rules and guidelines followed by Phable during the internship.

Your Job location would be Bangalore.

Kindly return a copy of this letter, duly signed, in token of your acceptance of this offer.

For Phable,

Terrals Technologies Pvt. Ltd. represented by its authorised signatory



Mukesh Bansal
Director

About Phable

Phable's aim is to impact 1.4 billion lives in India over the next decade. Indian healthcare system is broken and Phable is working with all ecosystem partners to improve health outcomes at a population level. Phable has demonstrated that it can also bring down the cost of care. Phable is contributing to nation building. We understand that the tech built today will touch everyone, from the lowest strata of the population to the middle and upper class, in the next decade. Phable is at the forefront of healthcare innovation driven by its unique technology, which is a blend of mobility, AI/Deep Learning, Neural networks, and IoT.

Check our website for more details:
https://phablecare.com/
https://in.linkedin.com/company/phablecare
https://www.instagram.com/phablecare/?hl=en
https://www.facebook.com/PhableCare/

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Phable Campus connect || Associate Medical Coding

Julie Tereza <julie.tereza@phablecare.com> Sat, Jun 18, 2022 at 2:32 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi Savita,

The below candidates are selected:

Sanjana
Anima
Sumanth
Sonali

Please note - These students will be interns with us for the initial 3 months as their final year results are awaited. Post successful completion of internship, they will be converted to FTs (based on performance). The stipend will be 12K/Month.

Location - Bangalore

Request you to convey the same with the selected students and kindly confirm their acceptance and DOJ with us at the earliest.

[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Phable Campus connect || Associate Medical Coding

Julie Tereza <julie.tereza@phablecare.com> Sat, Jun 18, 2022 at 2:32 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi Savita,

The below candidates are selected:

Sanjana
Anima
Sumanth
Sonali

Please note - These students will be interns with us for the initial 3 months as their final year results are awaited. Post successful completion of internship, they will be converted to FTs (based on performance). The stipend will be 12K/Month.

Location - Bangalore

Request you to convey the same with the selected students and kindly confirm their acceptance and DOJ with us at the earliest.

[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates List

HR <hr@stanexdnc.com> Mon, Mar 28, 2022 at 2:21 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Greetings from Stanex!!

We are selected 2 candidates, after the final round of interviews, those are

- Ameesha.S
- Harshitha. D

Please, inform students and share with us confirmation about, when they r willing to join stanex.

Thank You,

Best Regards,
Deepika HR

Thanks and Regards

Stanex

STANEX DRUGS AND CHEMICALS
| | **India**
Email: hr@stanexdnc.com
Website: Stanexdnc.com
Mobile:

The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with a third party without the, written consent of the sender. If you received it by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur again

udaan

12th July 2022

To,

SRINATHA N
DAYANANDA SAGAR UNIVERSITY

Dear **SRINATHA N**,

We are pleased to offer you an Internship opportunity at Hiveloop Technology Pvt Ltd (udaan.com).

The terms and conditions of this offer are as follows:

1. Internship Duration : 3 months

2. Project Commencement Date : 18-07-2022

3. Total Internship Allowance (per month) : INR 20000/-

4. Location : Bangalore

While with us, you will be required to adhere to policies / practices of Hiveloop Technology Pvt Ltd (udaan.com). These policies will be shared with you before your project commences.

You will be privy to classified information as a part of this Internship. We will require you to sign a non-disclosure agreement when your internship begins. Also, you may conceive newer and advanced methods to improve processes or systems during your internship; this will remain the sole property of Hiveloop Technology Pvt Ltd (udaan.com).

We are confident that you will enjoy your experience with us and that the learning you derive will be mutually beneficial.

Looking forward to seeing your expertise in action soon!

Thanking You,

For Hiveloop Technology Pvt Ltd,



Authorized Signatory

Sanjay R Nambeesan

HIVELOOP TECHNOLOGY PVT. LTD
CIN: U72900KA2016PTC093868
Email: help@udaan.com
Phone: +91 80 49202208
Website: www.udaan.com

Registered Office
Hiveloop Technology Pvt. Ltd
#1090G, 18th Cross, 14th Main
Sector 3, HSR Layout
Bengaluru – 560 102

udaan

12th July 2022

To,

Vishal
DAYANANDA SAGAR UNIVERSITY

Dear **Vishal**,

We are pleased to offer you an Internship opportunity at Hiveloop Technology Pvt Ltd (udaan.com).

The terms and conditions of this offer are as follows:

1. Internship Duration : 3 months
2. Project Commencement Date : 18-07-2022
3. Total Internship Allowance (per month) : INR 20000/-
4. Location : Bangalore

While with us, you will be required to adhere to policies / practices of Hiveloop Technology Pvt Ltd (udaan.com). These policies will be shared with you before your project commences.

You will be privy to classified information as a part of this Internship. We will require you to sign a non-disclosure agreement when your internship begins. Also, you may conceive newer and advanced methods to improve processes or systems during your internship; this will remain the sole property of Hiveloop Technology Pvt Ltd (udaan.com).

We are confident that you will enjoy your experience with us and that the learning you derive will be mutually beneficial.

Looking forward to seeing your expertise in action soon!

Thanking You,

For Hiveloop Technology Pvt Ltd,

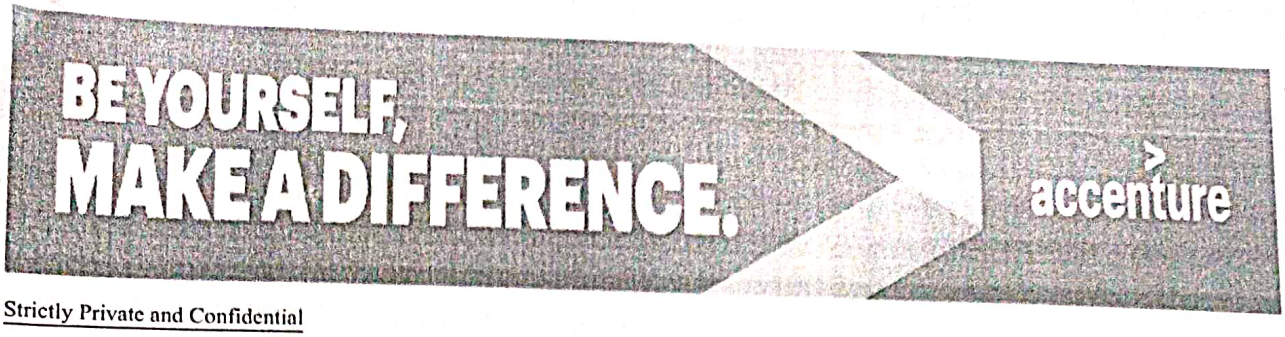


Authorized Signatory

Sanjay R Nambeesan

HIVELOOP TECHNOLOGY PVT. LTD
CIN: U72900KA2016PTC093868
Email: help@udaan.com
Phone: +91 80 49202208
Website: www.udaan.com

Registered Office
Hiveloop Technology Pvt. Ltd
#1090G, 18th Cross, 14th Main
Sector 3, HSR Layout
Bengaluru – 560 102



Strictly Private and Confidential

09-Mar-2022

Padmini Athmaram

C10878317

269,2nd cross 2nd block,katriguppe,banashankari 3 stage,

Subject: Offer of Employment ("Offer")

Dear **Padmini,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature Padmini.A

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.asc@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

 Candidate's Signature Plavini A

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

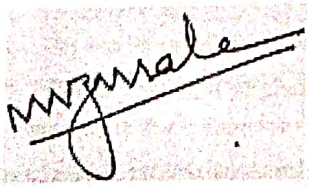
To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Padmini. A

DOJ: 10.10.2022

Padmini Athmaram

Date: 10.10.2022

Candidate's Signature Padmini. A

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Candidate's Signature Bhavini A

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
   You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

Candidate's Signature Ramini A

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

Candidate's Signature

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Offer Letter

Ms. Simran Singh

Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist - Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February 18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
6. Resume
7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current and previous companies relieving/experience letter(only for experienced candidate)
14. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.

Offer Letter

Ms. Achyut Katti

Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change theface of education.

We are pleased to offer you the position of Academic Specialist - Student Experience onfollowing terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions ofService of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company'sCode of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, asenclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet12th
2. Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheetGraduation/Post
4. Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)Voter
9. ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank PassbookPassport Size
11. Photograph
12. All current and previous companies relieving/experience letter(only for
13. experienced candidate)
    Current/Last company's last three months' payslip(only for experienced candidate)
14.

This is system generated offer letter and does not require authorised signature.

Offer Letter

Ms. Angella Elangbam Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist - Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February 18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
6. Resume
7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current and previous companies relieving/experience letter(only for experienced candidate)
14. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.

BYJU'S

Offer Letter

Ms. Harsha Vardhan D

Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change theface of education.

We are pleased to offer you the position of Academic Specialist - Student Experience onfollowing terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions ofService of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company'sCode of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, asenclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet12th
2. Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheetGraduation/Post
4. Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)Voter
9. ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank PassbookPassport Size
11. Photograph
12. All current and previous companies relieving/experience letter(only for
13. experienced candidate)
    Current/Last company's last three months' payslip(only for experienced candidate)
14.

This is system generated offer letter and does not require authorised signature.

Offer Letter

Ms. Inchara Malavalli Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist - Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February 18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
6. Resume
7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current and previous companies relieving/experience letter(only for experienced candidate)
14. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.

Offer Letter

Ms. Savitha Gowda Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist - Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February 18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
6. Resume
7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current and previous companies relieving/experience letter(only for experienced candidate)
14. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.

Offer Letter

Ms. Shravani V.R Date: Saturday, February 12, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist - Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist - Student Experience
Department:	Student Experience (51000011)
Employment Type:	Retainer
Date of Joining:	Friday, February 18, 2022
Role Location:	IBC Knowledge Park, Bangalore
Retainership Amount (Monthly):	25000 INR

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, February 18, 2022 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resources **Signature**:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of

any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
6. Resume
7. BYJU'S Offer Letter
8. Pan Card
9. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
10. Voter ID/Passport/Driving License
11. Cancelled Cheque/Bank Statement/Bank Passbook
12. Passport Size Photograph
13. All current and previous companies relieving/experience letter(only for experienced candidate)
14. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.

Ferticare

Date: 04 July 2022

Dear Neetu M ,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

Ferticare

Date: 04 July 2022

Dear Rasineni Vineela ,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

Ferticare

Date: 04 July 2022

Dear Tawheed Masoodi ,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

Ferticare

Date: 04 July 2022

Dear Chandana.N,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

Ferticare

Date: 04 July 2022

Dear Lakshmi Durga Jaddu ,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

Ferticare

Date: 04 July 2022

Dear Lokeshwaran V R ,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B

17/10/2022

Chandana S H
Chandu Nandu Nilaya, Sapthagiri nagar, Keelukote, kolarKolar
563101

Dear Chandana S H,

Welcome to IQVIA™
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you tojoin our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion tohelp clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems.Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Clin Data Coder Trainee - 110}. You will be based in Bangalore, India (INBGL1, 42.5, Omega). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point,in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - ₹4,13,600.00

PROVIDENT FUND - 28800

FIXED COST TO COMPANY (1+2) - 442,400

ANNUAL INCENTIVE PAY TARGET* - 25088

TOTAL COST TO COMPANY (3+4) - 467,488

ANNUAL INCENTIVE PAY TARGET*

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a laterdate. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not accordingto any specific formula or calculation.

Detailed breakup of salary will be shared separately.

You will be required to work in shifts as per the company requirements.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from timeto time.
- Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailingCompany Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that youaccept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on eachof the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding
process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.Sincerely,

Rashmi Avinash
Director, Talent Acquisition Team

Rashmi Avinash
For IQVIA RDS (India) Private Limited

Joining Date: 14-Feb-2022

signHere1

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 14-Feb-2022 is made and entered by {IQVIA RDS (India) Private Limited} (hereinafter “IQVIA” and Anupama v p V p, AGED ({23} (DOB: {26/Mar/1998}), [S-D]/o {Venkatesh M} having Aadhar No. {8060 4107 9055} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Clin Data Coder Trainee and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt andsufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a Clin Data Coder Trainee and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other dutiesconsonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with,all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully theExecutive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shallnot engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision doesnot prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commoditiesor other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent,subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



2.3 This Executive's base of operation shall be Bangalore, India (INBGL1, 42.5, Omega) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer thisExecutive to a different location, shift, department or Affiliates at any time during employment.

3. COMPENSATION

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹313,600.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures andpractices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave andother employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurredby this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business andcivic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications,revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, theExecutive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.4.

TERM OF EMPLOYMENT

4.1 During the first one hundred and eighty (180) days (first and last day, inclusive) of theExecutive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the"Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or theExtended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other withninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended ProbationPeriod on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminatedas follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as definedbelow), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

(i) your performance of your job in an unsatisfactory manner, as determined by the Company;

(ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;

(iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;

(iv) your misconduct, violation of any law classified as a felony or dishonesty; or

(v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annualmedical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform theessential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed toattain retirement when you attain the age of sixty (60) years (the "Retirement Age").

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body- corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, theRetirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you andwhich may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply withany material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takesreasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then ineither event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.5.

COMPENSATION AND BENEFITS UPON TERMINATION

5.1 The Company's obligation to Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receivepursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is makinggood faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) anamount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliancewith Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. IfExecutive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i)set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however,is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve thenotice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would havebeen owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her noticeperiod pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secretsor Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Companyand/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner,employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date(regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas setforth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C)an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

“Covered IQVIA Offering” means any IQVIA Offering (A) involving without limitation, contract sales, contract researchor life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported inany way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executivehad access to IQVIA confidential or trade secret information”

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit ordo business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's orits Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive'semployment with the Company;

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employeeor other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to theCompany's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive hadresponsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) anycity, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of theissued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for whichlegal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including butnot limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive'sfailure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed orotherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. IfIQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails toabide by these provisions.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or mayexecute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness,voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out ofthe use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. **EMPLOYEE REPRESENTATIONS**

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard orrecognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit anycybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:

(i) Gain unauthorized access to the computer system or computer network; or
(ii) Download, copy or extract any information or data from such system; or
(iii) Introduce any harmful code; or
(iv) Cause any damage to the system or network; or
(v) Cause the non-functioning or malfunctioning of any system or network; or
(vi) Cause denial of access to any authorized person to the system or network; or
(vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made thereunder; or
(viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
(ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the functionof the computer system or network through any means; or
(x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or afterhis/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances,transactions or affairs of the Company.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment. Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliatesand other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

(i) IQVIA data and databases.
(ii) Statistical methodologies, computer software and documentation.
(iii) Information about employees (including compensation, benefits and performance reviews).
(iv) Lists of customers and prospective customers.
(v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
(vi) Methods of doing business and business processes.
(vii) Financial information relating to the performance of the Company.
(viii) Internal policies accessible only to employees during employment.
(ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example,computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationshipwith that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions orresponsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughoutthe world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data,are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions.These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on thefifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after beingdeposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmittedby telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:

If to the Executive, to: Executive's Residential Address
Anupama v p V p (Anupama V p)
#40 sahukar beerappa layout, 3rd main road, kogilhalli kolarKolar
India
563101

If to the Company, to:

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B



IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by thegiving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copywas received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each partyacknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed bythe parties.

12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, ConfidentialInformation or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, mayassign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

DocuSign Envelope ID: 9D45F3D1-5C9A-4157-82E9-9739AB01D99B

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of theRepublic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

signHere1

For and on behalf of
IQVIA RDS (India) Private Limited

Rashmi Avinash
Director, Talent Acquisition Team

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	Kashish bhageria	Rajarajeshwari nagar	9740180998	kashishagrawal047@gmail.com	Dayananda sagar university	Bpharm	2022	Will think and call back
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha GK	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Will think and call back
5	SANJANA D	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117723	snjndinesh@gmail.com	Dayananda sagar university	M.Sc BIOCHEMISTRY	2022	Selected and joined in omega
6	Savitha K P	Her layout, Bangalore.	8810442593	singh.pragyaofficial@gmail.com	Dayananda sagar university	MSc Biotechnology	2022	No response
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	T.R vennela	Gowdanapalya , Bangalore 560061	9741757839	vennelaram.1999@gmail.com	Dayananda sagar university	B pharm	2022	No response
9	Sonali kusum	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848948	sonalikusum2@gmail.com	Dayananda sagar university	B pharmacy	2022	No response
10	Kalpitha.M Kumar	#1519, 19th cross, 14th main Kumaraswamy layout	8971599540	kalpitha1101999@gmail.com	Dayananda sagar university	MSc	2022	No response
11	Monisha S	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599723	monishas241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Didn't pick interviewer call
12	REVATHI S	jp nagar 4th phase	9980097630	revathisrinivasammu@gmail.com	Dayananda sagar university	msc	2022	Selected and joined in omega
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

14/04/2022

Pit Pit Zaheer
3rd lane, 7th cross, Teacher's colony, Opp. GSI, Kumaraswamy layout.

TRAINEE OFFER LETTER

Dear Pit Pit Zaheer,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

OG HEALTHCARE
augmented human intelligence

14/04/2022

Sahana R
Banashankari, 2nd Stage, 11th Main Rd,
Chandra Nagar, Kumaraswamy Layout,
Bengaluru, Karnataka 560078.

TRAINEE OFFER LETTER

Dear Sahana R,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

14/04/2022

Smruthi S Prakash
63rd Cross Rd, 1st Stage,
Kumaraswamy Layout,
Bengaluru, Karnataka 560078

TRAINEE OFFER LETTER

Dear Smruthi S Prakash,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

14/04/2022

Vanyaa Surana
60th Cross Rd, 1st Stage,
Kumaraswamy Layout,
Bengaluru, Karnataka 560078

TRAINEE OFFER LETTER

Dear Vanyaa Surana ,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

14/04/2022

B A Suhas
70th Cross Rd, 3rd Stage,
Kumaraswamy Layout,
Bengaluru, Karnataka 560078

TRAINEE OFFER LETTER

Dear B A Suhas,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

OG HEALTHCARE
augmented human intelligence

14/04/2022

Raqueeb Pasha
14th Cross Rd, 2nd Stage,
Kumaraswamy Layout,
Bengaluru, Karnataka 560078

TRAINEE OFFER LETTER

Dear Raqueeb Pasha,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

ARTECH
INTELLIGENCE IS HUMAN

Address: _____

Sub: Letter of Intent

Dear RAKSHITH GOWDA A,

Congratulations!

We are happy to inform you that we have decided to offer you the position of **"Associate Recruiter"** at our Bangalore office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us in the **second week of June'2022**. Your total cost to the company would be **INR 4,08,000 (Four Lakhs Eight Thousand only- Including Benefits) Per Annum.** You are entitled for a monthly pay of INR 25,000. During your training period of first 2 months, you will receive a stipend of INR 10,000 per month. Post successful completion of 2 months training, you will be eligible to receive a salary of INR 25,000 per month.

During your traineeship period of initial two months, you will be designated as "Trainee – RPO'' and post successful completion of training as an ''Associate Recruiter''.

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

Please carry all the original documents as listed below at the time of joining, along with one set of photocopy:

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy
6. Aadhar Card Number

In case any documents/references don't correspond to the claimed information, the offer extended would stand null & void and would lead to withdrawal of the offer.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

Your appointment letter will be handed over to you once the background check is completed satisfactorily.

You are expected to serve the organization for a minimum period of 18 months or else a retribution amount of Rupees One Lakh (INR 1,00,000) would be imposed to recover the tangible and intangible cost incurred on you.

You are requested to sign and return a copy of this letter as a token of acceptance of the terms and conditions.

We welcome you to the Artech family and look forward to a long-term fruitful relationship.

Wishing you all the best!

Thanking You,
Yours Sincerely,
For Artech Infosystems Pvt. Ltd.
Sushant Singh Anand
(Sr. Manager- Human Resources)

Acknowledgment Letter

Company Profile:

Artech is the largest Women & Minority owned IT staffing firm in the US, with US$ 725 million in annual revenues and a footprint across the globe. Artech was formed almost 3 decades ago and today, with commitment to providing best in class workforce solutions based on applied human intelligence, Artech works with over 85 Fortune 500 clients across USA, Canada, India, and China.

*At Artech, **we value human intelligence.***

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

I am very pleased to accept the position of **Associate Recruiter - US IT Recruitment.**

I have attended the pre-placement presentation by Artech and have clearly understood the roles and responsibilities of the position along with the company's policies & benefits.

I am aware of the fact, that the job profile is in **Night shift** from **7:00 PM till 4:00 AM or 9:00 PM till 6:00 AM.**

I acknowledge the fact that at the time of joining Artech, I will have to sign a **Service level agreement (SLA)** for a period of **18 months.**

I am excited to join Artech & look forward to a rewarding career ahead.

I accept the term & conditions stated above.

Thanking you,
Regards,

_____(sign here)

Date:_____
College: _____

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

SSI Staffing Private Limited

CIN: U72200DL2011PTC228305

Date: 18-Jul-22

Supriya Sudarshana
#15, Vishnu Raj Nilayam,
2nd Floor, 13th Cross,
1st main road, Cauvery layout,
GM Palya,
Bangalore, 560075,

Sub: Offer of Appointment

Dear Supriya,

We are pleased to offer you an appointment with SSI Staffing Limited as **Talent Acquisition Associate** effective from **18-Jul-22.**

Your Current work location would be **Bengaluru.**

Compensation

Your total compensation inclusive of all benefits will be **Rs. 4,00,000/- (Rupees Four Lakh Only) Per annum** upon successful completion of probation, on confirmation of your employment and will be subject to a deduction of tax at source in accordance with the prevailing laws.

Detailed salary structure is attached herewith in **Annexure A**. Your salary details are considered personal and confidential information.

Remunerations Review

To ensure the success of each employee, the employee's reporting manager conducts periodic performance reviews. Your remuneration reviews will be conducted periodically as per the policy of SSI.

Working hours, holidays and leave

i. You will abide by the official working hours applicable to your work location and as assigned by your immediate manager**.**

ii. Besides Saturday and Sundays, any public holidays observed by and notified by SSI shall be a holiday**.**

iii. You will observe the working hours, holidays and policy SSI relating to leave, which may be revised periodically.

Duties

You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by SSI. You shall comply with all policies, regulations and procedures of SSI. You shall provide reports concerning your work activities as requested. As part of your duties you may be required to travel outside of SSI premises. Pursuant to any business requirement, company may transfer or depute you to any other office or location of SSI or to the work site of office of SSI's customer within or outside India or as part of business arrangement. You agree, that you shall not share or discuss any confidential information of SSI or its clients.

Policies and Procedures

You agree to abide by all SSI rules, regulations, instructions, policies, practices and procedures that SSI may amend from time to time and to indemnify SSI for any loss suffered as a consequence of a breach by you of SSI's rules, regulations, instructions, policies, practices and procedures.

Statutory Benefits

You will be entitled to benefits as detailed in Annexure A as per the policies of SSI and applicable legislations.

Full-time Attention to SSI

Your position with SSI calls for whole time employment and you will devote yourself exclusively to the business of SSI. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during your employment with SSI, without written permission from SSI. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the sole discretion of SSI. This is without prejudice to the right of SSI to take disciplinary action against you for such act.

Background check

All documents submitted by you to SSI with reference to the above are subject to verification by SSI or an agency appointed SSI at any time during your employment with SSI. You hereby specifically authorize SSI or any external agency appointed by SSI to verify your educational and employment antecedents, your conduct and to conduct other background checks. You are expected to extend your full cooperation during such verification.

Confidentiality

During the performance of your duties at SSI, you may acquire information(written or unwritten) pertaining to SSI's operations, processes, plans, computer or data processing programs, algorithms, electronic data processing applications, routines, sub routines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how or identities and other related information pertaining to any of its clients. All such information shall be held by you in the strictest of confidence and shall not be divulged to any person (media bodies, journals, academic institutions, competitors etc.) during your service with SSI or thereafter. In the event of breach by you of this confidentiality provision while in the services of SSI or thereafter, SSI will be at liberty to initiate appropriate legal proceedings against you.

Termination

You agree to provide SSI with two (2) weeks advance notice of separation. In case of termination by SSI due to your wilful misconduct or non-performance SSI agrees to provide you with two (2) weeks advance notice of termination of employment or at Company's sole discretion, pay you two (2) weeks' pay in lieu of notice.

In the event of separation/termination, you agree to repay in full all relocation expenses or other

advances paid to you or reimbursed by SSI and you authorize the deduction and withholding of such repayment in full from any compensation or other amounts owed or payable to you.

SSI reserves the right to terminate your employment without any notice period or termination payment, if it has reasonable grounds to believe that you are guilty of misconduct or negligence or fraud, ors have committed any fundamental breach of the terms of employment or caused any loss to SSI.

However, in the event that disciplinary action is contemplated or pending against you, SSI shall have the right not to accept your resignation and to take disciplinary action against you.

Safekeeping of Company property

You will be responsible for the safekeeping and the return in good condition and order, of all property such as equipment, computers, books, VOIP etc., which may be in your use, custody, care or charge. SSI shall have the right to deduct the monetary value of all such things from any final settlement due to you, and take such other action, as SSI deems proper in the event of your failure to account for such property to the satisfaction of SSI.

Return of Company property

Upon termination/separation of your employment with SSI, you shall return to SSI all assets and property of SSI including all documents, files, books, papers, memos, software or any other property of SSI in your possession or under your control. Any expenses related to recovering Company property shall be borne by you and adjusted during your full and final settlement. Full and Final settlement will be completed upon return of all company properties.

Non-Compete

- **Covenant Not to Compete**. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with SSI nor work for any company which competes with SSI.
- During the course of your employment, you agree not to work for, or provide any services to any competitor of SSI. Neither shall you engage in any competitive activity with respect to SSI. Competitive activity includes, but is not limited to, forming or making plans to form a business entity to directly compete with any business of SSI. This clause also prevents you from seeking or obtaining employment or other forms of business relationships with a competitor after termination of employment with SSI for a period of one(1) year.

Non-solicitation

- During the term of your employment, and for a period of one (1) year following the termination of your employment and your relationship with SSI, you agree not to solicit any employee or independent contractor of SSI on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with SSI to terminate or breach an employment, contractual or other relationship with SSI.
- **Soliciting Customers After Termination of Agreement**. For a period of one (1) year following the termination of your employment and your relationship with SSI, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of SSI or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of SSI on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with SSI.

Injunctive Relief

You hereby acknowledge (1) that SSI will suffer irreparable harm if You breach your obligations under this Agreement; and (2) that monetary damages will be inadequate to compensate SSI for such a breach. Therefore, if You breach any of such provisions, then SSI shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.

Severability

The provisions of this Employment Agreement are severable. If any part, term or provision of this Employment Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state or local government having jurisdiction, the validity of that specific part/term/provision shall not be applicable thereby.

Modifications

This Agreement may be modified only by a writing executed by both You and SSI.

Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of the statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by SSI, SSI shall have the right to terminate your services, without any notice period, notwithstanding any other terms and conditions stipulated herein.

Waiver and Amendments

Any waiver of a default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be constructed as a waiver. A consent to or approval of any act shall not be deemed to waive or render unnecessary consent to or approval of any other or subsequent act.

Jurisdiction and Dispute Resolution

All disputes arising between you and SSI shall be settled under the provisions of the [Indian] Arbitration and Conciliation Act 1996. The Parties agree that the arbitration proceedings shall be conducted in DELHI, COIMBATORE or Bengaluru (Bangalore). Notwithstanding anything to the contrary, you agree that this Employment letter shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts at DELHI, COIMBATORE or BANGALORE shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of this Employment Agreement.

Retirement

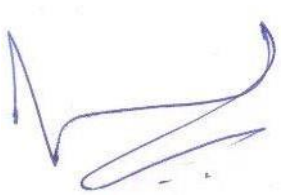
i. You shall retire from the employment with SSI on attaining the age of 60 years. However, you may be retired at any age before 60 years during your employment with SSI if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform the work assigned to you.

ii. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

We look forward to your continued support and enthusiastic contribution to the growth of the organization.

Your acceptance and mail acknowledgement implies that you have read and understood the Employment Agreement, that you agree to comply with all the terms of the Agreement, and that you have received a copy of the Agreement.

Yours sincerely,



Umadevi Chandramohan
Director – People Operations
SSI Staffing Private Limited

Enclosure:
Annexure A- Salary Structure

SSI Staffing Private Limited

CIN: U72200DL2011PTC228305

Annexure A

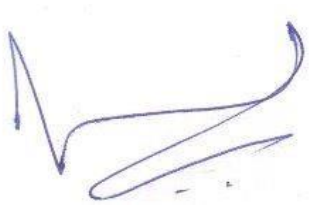
Salary Structure

Name:	**Supriya Sudarshana**
Emp ID :	SSI465
Title:	Talent Acquisition Associate
Effective:	**18-Jul-22**

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
Monthly Components (A)		
Basic	21,500	2,58,000
Special Allowance	8,650	1,03,797
Total Monthly Gross Salary (A)	**30,150**	**3,61,797**
Annual Benefits(B)		
Provident Fund	1,800	21,600
Group Health Insurance scheme	349	4,194
Gratuity *	1,034	12,410
Total Annual Benefits(B)	**3,184**	**38,203**
Gross Annual Cost to Company (A) + (B)	**33,333**	**4,00,000**

*As per the Payment of Gratuity Act, 1972, an employee is eligible to receive gratuity if an employee has rendered continuous service for at least five years five years at SSI.

Yours sincerely,



Umadevi Chandramohan
Director – People Operations
SSI Staffing Private Limited

Your acceptance and mail acknowledgement implies that you have read and understood the Employment Agreement, that you agree to comply with all the terms of the Agreement, and that you have received a copy of the Agreement.

SYGUL TECHNOLOGIES PRIVATE LIMITED

Yes Dee, KINFRA Industrial Park, Eranholy P.O.,
KERALA, INDIA 670 107.
+91-70 12064572
info@sygul.com
CIN: U72200KL2012PTC032428

December 12th , 2022

To,

Sumaiya Kauser
1116, 2nd Floor, 26th B Main,
Jayanagar 9th block, Banglore,
B.B.M.P(South), Karnataka
560069

Dear Sumaiya,

Congratulations! We are pleased to offer you employment with **Sygul Technologies Pvt. Ltd.** on the terms described below;

1. **Position**

You will start in a full-time position as **Project Engineer (Probation).** You will be under probation for a duration of 3 months from the date of joining. Upon successful completion of the probation period, you will be promoted to the role of **Project Engineer**. Your primary duties will be to develop and maintain channel and affiliate network for the company and clients of **Sygul Technologies Pvt. Ltd.**

By signing this letter, you confirm with **Sygul Technologies Pvt. Ltd.** that you are under no contractual or other legal obligations that would prohibit you from performing your duties with **Sygul Technologies Pvt. Ltd.**

2. **Location**

Your work location will be Bengaluru, Karnataka. However, based on organizational and business exigencies imperatives, you be transferred to a Company / Group location anywhere in India or abroad. You are also allowed to work from home if required after taking necessary approvals from the management.

Yes Dee, KINFRA Industrial Park, Eranholy P.O.,
KERALA, INDIA 670 107.
+91-70 12064572
info@sygul.com
CIN: U72200KL2012PTC032428

3. **Compensation and Employee Benefits.**

Salary: You will be paid a starting salary at the rate of INR 2,52,000/- (Two Lakhs Fifty-Two Thousand) per year, payable on Sygul Technologies Pvt. Ltd.'s regular payroll dates from 26th to 25th of every month. Your salary will be revised to industrial standards upon successful completion of your probation. The salary will be subject to adjustment pursuant to **Sygul Technologies Pvt. Ltd.**'s employee compensation policies.

4. **Employee Benefits.** Upon successful completion of your probation period, and based on your confirmation as a regular employee of **Sygul Technologies Pvt. Ltd.**, you will be eligible to participate in a number of company-sponsored benefits.

a) **Allowances.** As a regular employee of **Sygul Technologies Pvt. Ltd.**, you will be eligible for travel reimbursements and telephone allowance incurred for generating business.

b) **Leave Policy.** As a regular employee of **Sygul Technologies Pvt. Ltd.**, you will be eligible for 18 Annual leaves and 5 sick leaves, in addition to the National Holidays and days that **Sygul Technologies Pvt. Ltd.** does not operate.

5. **Taxes, Withholding and Required Deductions.** All forms of compensation referred to in this letter are subject to all applicable taxes, withholding and any other deductions required by applicable law.

6. **Confidential Information and Invention Assignment Agreement.** Like all Company employees, you will be required, as a condition of your employment with **Sygul Technologies Pvt. Ltd.**, to sign **Sygul Technologies Pvt. Ltd.**'s standard Confidential Information and Invention Assignment Agreement.

7. **Employment Relationship.** Employment with **Sygul Technologies Pvt. Ltd.** is for no specific period of time. Your employment with **Sygul Technologies Pvt. Ltd.** will be "at will," meaning that either you or **Sygul Technologies Pvt. Ltd.** may terminate your employment at any time and for any reason, with or without cause by serving a notice period of **30 working days**. Any contrary representations which may have been made to you are superseded by this offer. This is the full and complete agreement between you and **Sygul Technologies Pvt. Ltd.** on this term. Although your job duties, title, compensation and benefits, as well as **Sygul Technologies Pvt. Ltd.**'s personnel policies and procedures, may change from time to time, the

"at will" nature of your employment may only be changed in an express written agreement signed by you and **Sygul Technologies Pvt. Ltd.**'s Chief Executive Officer.

8. **Outside Activities.** While you render services to **Sygul Technologies Pvt. Ltd.**, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of **Sygul Technologies Pvt. Ltd**.

9. **Termination. Sygul Technologies Pvt. Ltd.** reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. **Sygul Technologies Pvt. Ltd.** will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

10. **Miscellaneous.**

(a) **Governing Law.** The validity, interpretation, construction and performance of this letter, and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the laws of India, without giving effect to principles of conflicts of law.

(b) **Entire Agreement.** This letter sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussions, understandings and agreements, whether oral or written, between them relating to the subject matter hereof.

(c) **Counterparts.** This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement. Execution of a facsimile copy will have the same force and effect as execution of an original, and a facsimile signature will be deemed an original and valid signature.

(d) **Electronic Delivery. Sygul Technologies Pvt. Ltd.** may, in its sole discretion, decide to deliver any documents or notices related to this Agreement, securities of **Sygul Technologies Pvt. Ltd.** or any of its affiliates or any other matter, including documents and/or notices required to be delivered to you by applicable securities law or any other law or **Sygul Technologies Pvt. Ltd.**'s Certificate of Incorporation or Bylaws by email or any other electronic means. You hereby consent to (i) conduct business electronically (ii) receive such

SYGUL TECHNOLOGIES PRIVATE LIMITED

Yes Dee, KINFRA Industrial Park, Eranholy P.O.,
KERALA, INDIA 670 107.
+91-70 12064572
info@sygul.com
CIN: U72200KL2012PTC032428

documents and notices by such electronic delivery and (iii) sign documents electronically and agree to participate through an on-line or electronic system established and maintained by **Sygul Technologies Pvt. Ltd.** or a third party designated by **Sygul Technologies Pvt. Ltd.** This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement. Execution of a facsimile copy will have the same force and effect as execution of an original, and a facsimile signature will be deemed an original and valid signature.

If you wish to accept this offer, please sign and date both the enclosed duplicate original of this letter and return to the CEO. As required, by law, your employment with **Sygul Technologies Pvt. Ltd.** is also contingent upon your providing a self-attested copy of legal proof of your identity.

As per the employment records with **Sygul Technologies Pvt. Ltd.**, your date of joining with **Sygul Technologies Pvt. Ltd.** will be **December 12th, 2022**.

Very truly yours,

SYGUL TECHNOLOGIES PVT. LTD.

By:

_____

(Signature)

SUBEESH RAMESH

Chief Executive Officer

ACCEPTED AND AGREED:

_____

(Signature)

SUMAIYA KAUSER

_____

Date:

Employment Start Date:

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

16th November 2022

To,
Saranya K V
Bangalore.

Dear Saranya K V,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

21st November 2022

To,
Ms. Jeena Prasad
Bangalore.

Dear Jeena Prasad,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

Apollo Bangalore Cradle Limited

(Formerly Known as Apollo Koramangla Cradle Limited)

CIN - U85110TG2011PLC077888

Ms.Rashida Muhammad, **05th Jan 2023**

Congratulations! At the outset, it gives us immense pleasure to invite you to join the Apollo Specialty Hospitals

With Reference to your application and Subsequent meeting with us, we are pleased to appoint you as **"Staff Nurse–Nursing OPD"** based at **"Apollo Cradle- Jayanagar"** on the following terms and conditions:

1. Your Annual Earnings shall include salary, allowances, annual benefits and statutory payments as applicable which shall be a total CTC of **Rs 2,53,700/-** you will receive a detailed appointment letter after you join.
2. In this capacity, you shall report to **"Nursing Head"** who will give the necessary instructions related to work.

You are required to join the Company on or before **05th Jan 2023**. Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

On reporting, please ensure to submit the below listed documents:

- Offer Letter
- Original Academic Certificates along with photocopy of each for verification
- Original Previous Experience Documents along with photocopy of each for verification (Appointment, Exp. & Relieving, last 3 months Pay slips or Bank Statement)
- All Previous Experience Documents
- Pan Card
- Address Proof (Aadhar, Voter, Driving, Passport, Ration card)
- 6 Passport Size Photographs.

At any point, should you need any clarification, please reach out to Balaji Sundararajan (Human Resources) – Balaji.s@apollohl.com

We look forward to a mutually rewarding relationship.

Please sign the duplicate copy of this letter as a token of acceptance of the same

Yours faithfully
For Apollo Specialty Hospitals Pvt Ltd.,

Santhoshi Reddy
Business HR Head-Secondary Care

Accepted & Agreed

Name: Ms.Rashida Muhammad

1-10-60/62, Ashoka Raghupathi Chambers, 5th Floor, Begumpet, Hyderabad, Telangana - 500 016
Ph No: 040-4904 7777, Fax No: 4904 7744
www.apollocradle.com, Email ID: info@apollocradles.com

KIMS AL SHIFA
SUPER SPECIALITY HOSPITAL
PB No: 26, Perinthalmanna - 679322, Malappuram Dist., Kerala, India, Ph: 04933 227616, Fax: 04933 229818
E-mail: info@kimsalshifa.com, Web: www.kimsalshifa.com

KAS/HR/200/22 01/02/2022

Mr. Mohammed Afsal K A
Karattil House
Puthanagadi Post
Malappuram Dist.

TRAINING ORDER

Dear Mr. Mohammed Afsal K A,

Considering your application we are pleased to allow you to undergo training as **Trainee - Staff Nurse** in the **Nursing Department** of KIMS Alshifa Healthcare Pvt. Ltd. on the following terms and conditions.

1. **Training period**: Your training period is exclusively for a period of **1 year** w.e.f **01/02/2022.** Unless a specific written order extending your training is issued to you, your training will stand terminated automatically on the expiry of the period fixed.
2. **Health Check Up**: Upon joining, you have to undergo a health check-up in our hospital and produce necessary certification before you start your training. You may also be required to undergo periodical / annual medical examination, if necessary, as may be stipulated by the Company. Your continuation in the training is always subject to your remaining medically fit and alert.
3. **Reporting**: You will be reporting to **Nursing Superintendent.**
4. **Credentials and Misrepresentation**: This offer will come into effect only after verification of your credentials. If during the course of your training, any information furnished by you in your application regarding your qualification, age etc. is found to be incorrect or not true, you will be liable for termination of training and for such action as is deemed fit.
5. **Attendance**: Since the Attendance system is linked with payroll, it is mandatory that all persons should swipe on arrival and departure, everyday as per the rules of this Institution. For this purpose you will be provided with an identity card and which should be surrendered on completion of training period or on the direction issued by the management. Trainees are expected to be at their department 15 minutes prior to their training time.
6. **Stipend package**: You will be paid a stipend package of [redacted] per month from the date of your joining for training.
7. **Secrecy As To The Affairs Of The Company:** You will not disclose during your services with us or any time, thereafter disclose to any person, firm or company, patient Confidentiality, information regarding the hospital and its Management, the disclosure of which may damage the interest of the Hospital

Contd...Page 2

8. Other conditions:

1) During the period of training, your training can be discontinued at any time with or without any notice and assigning any reason thereof.
2) During the period of your training, you may discontinue the training by giving one month notice or on payment of one month salary in lieu thereof. Such notice shall not be necessary when your services were dispensed with charge of misconduct or due to poor performance. No notice of resignation will be effective if it is given during the leave period and you will not be entitled to proceed on leave during the notice period.
3) You are not eligible for casual leave as you are only a trainee and not an employee. However, benefits like leave, weekly off etc., shall be as may be decided by the competent authority or as is laid down in any rule applicable to trainees as the case may be sanctioned to you.
4) You are liable to be transferred at the discretion of the management from one post, department, or section to another, from one place to another and also from this company to another company/establishment belonging to the management or same Group of management whether at present existing or that may be established in future.
5) You are expected to participate very actively in all training programs, academic and teaching activities of KIMS Alshifa.
6) You will be responsible for implementing Safety, Infection Control and Quality Policies in your area.
7) If the hospital has sustained any loss or damage which is directly or indirectly attributable to you, the hospital shall have the right to recover the same from you.
8) You are bound by the rules, standing orders and discipline of the company including those that may be framed and/ or enforced from time to time.
9) In case you absent yourself from training continuously for ten days or more it will be deemed that you left the training on your own accord.
10) You shall not have any right or claim for employment either on a permanent or temporary basis, on the ground that you have undergone training in the company.
11) You shall not be eligible for any benefit except as per law.

You may return the copy of this letter duly signed in token of your having understood and accepted the terms and conditions of this letter

We welcome you to KIMS ALSHIFA family and wish you every success.

Yours truly

For KIMS Alshifa Healthcare Pvt. Ltd

Priyan K C
Chief Operating Officer

1/2/22

I Read, Under stood & Accepted:
Signature:

Apollo HOSPITALS
TOUCHING LIVES

21st November 2022

To,
Ms. Srija Dutta
Bangalore

Dear Srija

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

Name :	Ms. Srija Dutta		
Job Grade & Designation/Person Type	12-C	Staff	
Design : Nursing			
SALARY [A]		Offered Salary (In Rs. PM)	Offered Salary (In Rs. PA)
BASIC		10,055	1,20,660
HRA		5,028	60,336
WASHING ALLOWANCE		500	6,000
EDUCATION ALLOWANCE		200	2,400
OTHER ALLOWANCE		717	8,604
	TOTAL [A]	16,500	1,98,000
Critical Allowance			0
Cathlab Allowance		500	6000
RETIRALS [B]		500	6000
PF (EMPLOYER'S CONTRIBUTION)		1,377	16524
ESI (EMPLOYER'S CONTRIBUTION)		536	6432
Gratuity (4.81% on Basic Salary)		484	5808
Bonus		583	6996
	TOTAL [B]	2,980	35760
Mediclai (Premium)			0
Personal Accident Insurance (Premium)		39	468
Group Term Insurance (Premium)		91	1092
	TOTAL [C]	130	1560
Total Cost to Company (Sum A+B+C+D) - TCTC		20,110	2,41,320

16th November 2022

To,
Subarana Roy Chowdhury
Bangalore.

Dear Subarana Roy Chowdhury,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

Apollo HOSPITALS
TOUCHING LIVES

31st November 2022

To,
Techi Aniya
Bangalore.

Dear Techi Aniya,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

UDISE CODE-18150323701
School Code:39245 Affiliation No:240014
Jawahar Navodaya Vidyalaya , Dibrugarh
Ministry of Education
(Dept. of School Edu. & Literacy, Govt. of India),
Village Doomardallong Post:Bamunbari,
Dist. Dibrugarh, Assam, Pin.786613
Ph.No:8638372725(O.S.), 9630940582(Principal I/C)
Mobile(Office)9435102335
E-mail :jnvdbr@rediffmail.com , jnvdbr@gmail.com

जवाहर नवोदय विद्यालय, डिब्रूगढ़
शिक्षा मंत्रालय,
(स्कूल शिक्षा और साक्षरता विभाग, भारत सरकार),
गांव: डूमरडालोंग प.ओ. बामुनबारी
जिला डिब्रूगढ़, राज्य: असम पिन: ७८६६१३
फोन नो. 8638372725(O.S.),9630940582(Principal I/C)
9435102335(Office Mobile)
वेबसाइट- www.navodaya.gov.in/nvs/nvs-school/DIBRUGARH/en/home

F.PF/JNVDBR/2022-23/ 2442

Date: 20.10.2022

To,
Liza Basumatary
D.O.: Raja Basumatary
Somkong Tiniali
Samkong Boro
Dhemaji Assam-787061

Sub: Offer of contractual appointment in the post of Staff Nurse for the session 2022-23 –reg.

Sir,

As per the approval of Deputy Commissioner, Dibrugarh, Assam cum Chairman, VMC JNV Dibrugarh, Assam, You have been selected for the contractual appointment in the Post of Staff Nurse in JNV, Dibrugarh, Assam for the academic session 2022-23.

If you are willing to join in the above said post, subject to the following terms & conditions, you may report to the undersigned immediately from the date of the receipt of this letter:

01. The contract engagement will be purely on contract basis up to the end of the current academic session 2022-23 i.e. 31st March 2023.

02. The contract engagement will automatically stand terminated on expiry of the stipulated contract period.

03. The contract offered is purely on contract basis and the contract teacher will not have any claim for extension of the Agreement or regularization of service in future.

04. The contract teacher will employ himself/herself efficiently and diligently and will devote his /her whole time to the duties of the service and will not engage directly or indirectly in any trade, business or occupation on his/her own account.

05. At the termination of the contract, the contract teacher is not entitled for any terminal benefits from the Principal or the Navodaya Vidyalaya Samiti.

06. Notwithstanding anything in the contract, the Principal may terminate the services of the contract teacher before the expiry of the contract period or in case:-

a. His/ Her work is found unsatisfactory.

b. If his/her conduct is found to be unbecoming of a Govt. Servant and unsuitable for a co-educational residential Institution.

07. The Contract personnel have to stay in the Vidyalaya campus. The contract teacher is entitled for rent free bachelor accommodation within the Vidyalaya campus, if and as available, and is entitle for free meals along with the students.

08. The Contract Teacher will have to perform duties in Jawahar Navodaya Vidyalaya at par with the regular teaching staff and as per the directions given by Principal.

Contd...

Aster
RV HOSPITAL

Mr. Othykandy Muhammed shammas,

Phone No: 91-9605730017

Email: muhammedshammas181@gmail.com

Dear Mr. Othykandy Muhammed shammas,

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reservesthe right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification

- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medicalinsurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

My Benefits:

Annexure 1

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Grace Educational Trust ®

St.Joseph's Academy of Nursing

SJAN/003/2021-22

Date 20.10.2021

APPOINTMENT LETTER

To,

Ms. HRANGLIANMAWII SINGSON
D/o SINGSON,

Sub: Appointment for the post of Tutor/Clinical Instructor.

Ref: Your Application dated 25.08.2021 interview held on 13.10.2021.

Dear Ms. Hranglianmawii Singson,

I am pleased to inform you about your selection and teaching job confirmation to the post of Tutor in our institution w.e.f. 03.01.2022. All the terms and conditions with other benefits are mentioned on the attached employment agreement form.

I congratulate you and welcome you on behalf of management, teaching and non-teaching staff of our institution. I hope that together we work very hard to achieve the goals of our institutions.

I request you to acknowledge the copy of the appointment letter us a taken of acceptance.

Thanking you,

Warm regards,

Director
St.Joseph's Academy of Nursing
Umtrew, Block - 1,
Ri-Bhoi District, Meghalaya
Pincode - 793105

DIRECTOR
St. Joseph's Academy of Nursing
Umtrew, Near Umsning bypass, Meghalaya.

Umtrew,Block -1, Ri-Bhoi District, Meghalaya, Pincode-793105
stjosephsmeghalaya@gmail.com +91 89711 11133/ 55

Invitation Letter

Name: sayoni sinha
Date: Tuesday, October 25, 2022

Dear **sayoni sinha** ,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of** 2 Weeks Stage 2, will be an **On-the-Job Training (OJT) of** 4 Weeks**.** Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus - Bangalore - Venus block, Prestige Tech Park, Outer Ring Rd, Kadubeesanahalli, Bengaluru, Karnataka 560087
OJT Training Location:	Byjus - Bangalore
Role Location:	Bangalore - Prestige Tech Park

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Monday, October 31, 2022**.

3. Term: The term of this training program would be for a period of 2 Weeks + 4 Weeks , commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final. We follow a 6-day working week model during training as well as after training.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 Weeks as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6 Weeks training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time.
The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 Weeks is INR 28,500.00(Stipend) and per month stipend is INR 19000 . For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 4000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing
The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you

have completed 14 days of classroom training on the date of payment of stipend.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

(a) Provident Fund;
(b) Income tax deducted taxes
(c) Dues to Company including loans at source at the rates applicable; or
(d) Any other applicable statutory deductions
(e) PF administrative charges and EDLI charges as per rules (1% admin charges) will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.
*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d)Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall

not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

a. Any act or omission by you;
b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
c. Any representation or warranty or information furnished to the Company found to be false;
d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vast exclusively in the courts of Bangalore, Karnataka

l. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,
(i) The Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;
(ii) The Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and
(iii) The Trainee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.
You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.
We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program
The training program has two Stages:
Stage1 : Classroom Training Program (CRT)
Duration :2 Weeks .

Post completion of 2 Weeks , you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.
Stage 2 : 'On-the-job' Training (OJT)
Duration : 4 Weeks.

Post completion of 4 Weeks, the training participants will be assessed on various parameters captured during 4 Weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely, I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd. **Accept Job Offer by signing below**

Human Resource **Signature:**

This is system generated offer letter and does not require an authorized signature.

Annexure
Business Development Associate(BDA) Profile Details
Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 5 Lakhs + 3 Lakhs for the role of Business Development Associate.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Bangalore - Prestige Tech Park, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ರಾಷ್ಟ್ರೀಯ ಆರೋಗ್ಯ ಅಭಿಯಾನ
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಘ, ರಾಮನಗರ ಜಿಲ್ಲೆ.
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣಾಧಿಕಾರಿಗಳ ಕಛೇರಿ, ರಾಮನಗರ-562159
ಇ-ಮೇಲ್ :-dhoramanagaram@gmail.com, phone No:-080-27273094 Mobile No:-9449843061

ಸಂಖ್ಯೆ: ಎನ್.ಹೆಚ್.ಎಂ/ರಾನ/ಹೆಚ್.ಆರ್/ಪಿ.ಹೆಚ್.ಓ/44/2022-23 ದಿನಾಂಕ: 28/02/2023

ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರ

ವಿಷಯ : ರಾಷ್ಟ್ರೀಯ ಆರೋಗ್ಯ ಅಭಿಯಾನದ ಕಾರ್ಯಕ್ರಮದಡಿಯಲ್ಲಿ ಗುತ್ತಿಗೆ ಆಧಾರದಲ್ಲಿ ಸಮುದಾಯ ಆರೋಗ್ಯಾಧಿಕಾರಿಗಳ ಹುದ್ದೆಗೆ ನೇಮಕಾತಿ ಮಾಡಿರುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ :
1. ಹೆಚ್.ಎಫ್.ಡಬ್ಲ್ಯೂ/ಎನ್.ಹೆಚ್.ಎಂ/ಸಿ.ಪಿ.ಹೆಚ್.ಸಿ-ಯು.ಹೆಚ್.ಸಿ/ಸಅಆ ನೇಮಕಾತಿ/20/2022-23 ದಿನಾಂಕ: 21.10.2022.
2. ಜಿಲ್ಲೆಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಘದ ಪತ್ರಿಕಾ ಪ್ರಕಟಣೆ ದಿನಾಂಕ: 25.10.2022
3. ಉಪ ನಿರ್ದೇಶಕರು ರಾಜ್ಯ ಹೆಚ್.ಡಬ್ಲ್ಯೂ.ಸಿ ಇವರ ಮಿಂಚಂಚೆ ಆನ್ ಲೈನ್ ಪರೀಕ್ಷೆ ಕುರಿತು ದಿನಾಂಕ: 20.12.2022.
4. ಈ ಕಛೇರಿಯ ಸಿ.ಹೆಚ್.ಓ ಹುದ್ದೆಗೆ ಅಂತಿಮ ಆಯ್ಕೆ ಪಟ್ಟಿಯ ಪತ್ರದ ದಿನಾಂಕ: 06.01.2023
5. 28-02-2023 ರಂದು ನಡೆದ ಕೌನ್ಸಿಲಿಂಗ್ ಪ್ರಕ್ರಿಯೆಯಂತೆ

****

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಿಗಳನ್ವಯ, ರಾಮನಗರ ಜಿಲ್ಲೆಯ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಸಂಘದ ಮೂಲಕ ರಾಷ್ಟ್ರೀಯ ಆರೋಗ್ಯ ಅಭಿಯಾನದ, ಆರೋಗ್ಯ ಮತ್ತು ಕ್ಷೇಮ ಕೇಂದ್ರ ಕಾರ್ಯಕ್ರಮದಡಿಯಲ್ಲಿ ಗುತ್ತಿಗೆ ಆಧಾರದಲ್ಲಿ ಸಮುದಾಯ ಆರೋಗ್ಯಾಧಿಕಾರಿಗಳ ಹುದ್ದೆಗೆ ಒಂದು ವರ್ಷದ ಗುತ್ತಿಗೆ ಮೇರೆಗೆ ಅಂದರೆ ಮಾರ್ಚ್.31.2023 (ವರ್ಷದ ಅಂತ್ಯದ ವರೆಗೆ) ರವರೆಗೆ ಅಥವಾ ಮುಂದಿನ ಆದೇಶದವರೆಗೂ ಈ ಕೆಳಕಂಡ ಸ್ಥಳದಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಲು ನಿಯಮಾನುಸಾರ ಈ ಕೆಳಕಂಡ ಅಭ್ಯರ್ಥಿಗಳು ಕೌನ್ಸಿಲಿಂಗ್ ಮೂಲಕ ಆಯ್ಕೆ ಮಾಡಿಕೊಂಡಿರುವ ಸ್ಥಳಗಳಿಗೆ ನೇಮಕಾತಿ ಮಾಡಿ ಆದೇಶಿಸಿದೆ.

ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು	ಆಯ್ಕೆ ಮಾಡಿಕೊಂಡಿರುವ ಸ್ಥಳ
ತೇಜಸ್ವಿನಿ ಹೆಚ್ ಸಿ D/O ಚಿಕ್ಕೆಗೌಡ	ಪ್ರಾ.ಆ.ಕೇಂದ್ರ ಕೋಟೆಕೊಪ್ಪ, ಉಪಕೇಂದ್ರ ಐನೋರ ಗೊಲ್ಲಹಳ್ಳಿ, ಕನಕಪುರ ತಾಲ್ಲೂಕು, ರಾಮನಗರ ಜಿಲ್ಲೆ.

ಷರಾ:-

1. ನಿಯೋಜಿಸಿದ ಸಮುದಾಯ ಆರೋಗ್ಯಾಧಿಕಾರಿಗಳು ಮಾಸಿಕ ಸಂಚಿತ ರೂ.22000/- (ರೂ. ಇಪ್ಪತ್ತೆರಡು ಸಾವಿರ ಮಾತ್ರ) ವೇತನಕ್ಕೆ ಮಾತ್ರ ಅರ್ಹರಾಗಿರುತ್ತಾರೆ. ಹಾಗೂ ಕಾರ್ಯಕ್ಷಮತೆ ಮಾನದಂಡಗಳ ಆಧಾರದ ಮೇಲೆ ಮಾಪೆಯಾನ ರೂ. 8000/- ಗಳ ವರೆಗೆ ಪ್ರೋತ್ಸಾಹಧನ ಪಡೆಯಲು ಅರ್ಹರಿರುತ್ತಾರೆ. ಅಭ್ಯರ್ಥಿಯು ನೇಮಕಾತಿ ಆದೇಶವ ದಿನಾಂಕದಿಂದ ಒಂದು ದಿನಗಳ ಒಳಗಾಗಿ ಅವರುಗಳು ಆಯ್ಕೆ ಮಾಡಿಕೊಂಡಿರುವ ಉಪಕೇಂದ್ರದ ಪ್ರಾ.ಆ.ಕೇಂದ್ರದ ವೈದ್ಯಾಧಿಕಾರಿಗಳ ಬಳಿ ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳಲು ಸೂಚಿಸಿದೆ. ತಪ್ಪಿದಲ್ಲಿ ನೇಮಕಾತಿಯು ತಂತಾನೇ ರದ್ದಾಗುವುದು.
2. ಅನುಬಂಧ – A ನಲ್ಲಿನ ಷರತ್ತುಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ರಾಷ್ಟ್ರೀಯ ಆರೋಗ್ಯ ಅಭಿಯಾನ ನಿಯಮಾನುಸಾರ ಕರ್ತವ ನಿರ್ವಹಿಸುವುದು. ಎನ್.ಹೆಚ್.ಎಂ ನಿಯಮಾವಳಿ ಮತ್ತು ಷರತ್ತುಗಳಿಗೆ ಈ ಆಯ್ಕೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ.

ಸದಸ್ಯರು
ಜಿಲ್ಲಾ ಸರ್ವೇಕ್ಷಣಾಧಿಕಾರಿಗಳು
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಸಂಘ
ರಾಮನಗರ ಜಿಲ್ಲೆ.

ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು
ಜಿಲ್ಲಾ ಆರ್.ಸಿ.ಹೆಚ್ ಅಧಿಕಾರಿಗಳು
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಸಂಘ
ರಾಮನಗರ ಜಿಲ್ಲೆ.

28/2/23
ಅಧ್ಯಕ್ಷರು
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣಾಧಿಕಾರಿಗಳು
ಜಿಲ್ಲಾ ಆರೋಗ್ಯ ಸಂಘ
ರಾಮನಗರ ಜಿಲ್ಲೆ.

Scanned with OKEN Scanner

9:23 LTE

Offer Of Employment - Manipal Hospitals, Sarjapur Road

Inbox

Trupti Samantaray [MHE] 10 Nov 2022

to me, Surabhi, jissa.j, HR

Dear Poushali,

Congratulations!

We are pleased to inform you that you have been selected for the position of "**Nurse**" in the department of "**Nursing**" in grade **RL3** at Manipal Hospitals-Sarjapur Road. Please find your salary break up attached.

As agreed, you will join us on **21st November' 2022.**

We would require the following information from you, to make your joining process as smooth as possible.

1. Date of Birth proof certificate.

20 October 2022

Mr. Akash Rajendra Manganure
Manganure tota
Chikodi Karnataka
591213

Letter Of Intent

Dear Akash,

In continuation of the discussions you have had with us recently, we are pleased to extend the following Letter of Intent to you from **HealthCare Global(HCG) Enterprises Limited**

Position/Title: Registered Nurse

Date of Joining: On or Before 18 October 2022

Location: **HCG-KR, Bangalore**

Reporting Relationship: In the above-mentioned position, you will be reporting to at HCG-KR, Bangalore.

Probation Period: You will be on probation for a period of Six months from the date of your appointment which if deemed necessary may be extended.

You will be associated on a full time basis with **HealthCare Global(HCG) Enterprises Limited** and entitled for **Annual CTC of Rs. 216,000.00/- (Rupees only)** towards fixed salary subject to deductions for taxes and other withholdings, as required by the law or the policies of the company.

Below is the list of documents which you have to submit at the time of joining **HealthCare Global(HCG) Enterprises Limited**

1. Educational Certificates (Marks Card and Completion Certificates)
2. Your previous employment certificates (Of all Organizations)
3. Registration Certificate (If applicable)
4. Your previous company's payslip
5. Relieving letter from your present employer
6. 4 copies of your passport size photo
7. Identity Proof (Passport/Voters ID/ Aadhar Card/Driving License)
8. E Aadhar Card

Terms

Your employment with Healthcare Global Enterprises Ltd, can be terminated by either party by giving 1 month notice during probation period.

You acknowledge that this Letter Of Intent, represents the entire agreement between you and Healthcare Global Enterprises Ltd., and that verbal or written agreements/promises or representations that are not specifically stated in this Letter Of Intent will not be binding upon **HealthCare Global(HCG) Enterprises Limited.**

If you are in agreement with the conditions of the above contract terms, please indicate your acceptance of the Letter Of Intent by signing the Letter of Intent below and returning the duplicate copy to us. You are expected to send in your acceptance on or before 23 October 2022, failing which, this Letter Of Intent shall stand withdrawn automatically.

Your employment is subject to verification of all your documents and medical fitness report.

A formal appointment with detailed terms and conditions will be issued to you at the time of joining.

We look forward to you joining us on the date mentioned earlier and hope that you will enjoy an interesting and rewarding career with HCG.

Kindly confirm your acceptance by acknowledging a copy of this Letter Of Intent.

Regards

For **HCG-KR, Bangalore** (A Unit of **HealthCare Global(HCG) Enterprises Limited**)



Dr. Deepti Gautam Tewari

Vice President - Human Resources

Full Name: Akash Rajendra Manganure

I accept this Letter Of Intent and will start employment on: 18 October 2022

Date: Signature:

---

adding life to years

Annexure

Name	**Akash Rajendra Manganure**
Designation	**Registered Nurse**
PAN	**FDJPM2135M**
	Rs. In INR
Total CTC (p.a)	216,000.00
Total CTC (p.m)	18,000.00
Fixed CTC (p.a)	216,000.00
Fixed CTC (p.m)	18,000.00
Management Contribution (p.m)	**Amount**
Employer Provident Fund	1,672.00
Employer ESIC	0.00
Total Employer Contribution	1,672.00
Fixed Gross Salary per month	16,328.00
1. Fixed Components	
Basic	13,932.00
HRA	2,396.00
Other Allowance	0.00
2. Variable Pay	
PBVP (%) Percentage (Yes/No)	No
PBVP (%) Percentage	0.00
PBVP Amount (p.a)	0.00
PBVP Amount (p.m)	0.00
Total Earning Potential (p.m)	16,328.00
Employee Provident Fund	1,672.00
Employee ESIC	122.00
Professional Tax	200.00
Other Deductions	0.00
Total Gross Deductions (p.m)	1,994.00
Net Pay Subject to Income Tax	14,334.00

20 October 2022

20 October 2022

Ms. Arthi
Chikodi Karnataka
591213

Letter Of Intent

Dear Arati,

In continuation of the discussions you have had with us recently, we are pleased to extend the following Letter of Intent to you from **HealthCare Global(HCG) Enterprises Limited**

Position/Title: Registered Nurse

Date of Joining: On or Before 18 October 2022

Location: **HCG-KR, Bangalore**

Reporting Relationship: In the above-mentioned position, you will be reporting to at HCG-KR, Bangalore.

Probation Period: You will be on probation for a period of Six months from the date of your appointment which if deemed necessary may be extended.

You will be associated on a full time basis with **HealthCare Global(HCG) Enterprises Limited** and entitled for **Annual CTC of Rs. 216,000.00/- (Rupees only)** towards fixed salary subject to deductions for taxes and other withholdings, as required by the law or the policies of the company.

Below is the list of documents which you have to submit at the time of joining **HealthCare Global(HCG) Enterprises Limited**

1. Educational Certificates (Marks Card and Completion Certificates)
2. Your previous employment certificates (Of all Organizations)
3. Registration Certificate (If applicable)
4. Your previous company's payslip
5. Relieving letter from your present employer
6. 4 copies of your passport size photo
7. Identity Proof (Passport/Voters ID/ Aadhar Card/Driving License)
8. E Aadhar Card

Terms

Your employment with Healthcare Global Enterprises Ltd**,** can be terminated by either party by giving 1 month notice during probation period.

You acknowledge that this Letter Of Intent, represents the entire agreement between you and Healthcare Global Enterprises Ltd., and that verbal or written agreements/promises or representations that are not specifically stated in this Letter Of Intent will not be binding upon **HealthCare Global(HCG) Enterprises Limited.**

If you are in agreement with the conditions of the above contract terms, please indicate your acceptance of the Letter Of Intent by signing the Letter of Intent below and returning the duplicate copy to us. You are expected to send in your acceptance on or before 23 October 2022, failing which, this Letter of Intent shall stand withdrawn automatically.

Your employment is subject to verification of all your documents and medical fitness report.

A formal appointment with detailed terms and conditions will be issued to you at the time of joining.

We look forward to you joining us on the date mentioned earlier and hope that you will enjoy an interesting and rewarding career with HCG.

Kindly confirm your acceptance by acknowledging a copy of this Letter Of Intent.

Regards

For **HCG-KR, Bangalore** (A Unit of **HealthCare Global(HCG) Enterprises Limited**)



Dr. Deepti Gautam Tewari

Vice President - Human Resources

Full Name: Arthi

I accept this Letter Of Intent and will start employment on: 18 October 2022

Date: Signature:

---

adding life to years

Annexure

Name	**Arati**
Designation	**Registered Nurse**
PAN	**FDJPM2135M**
	Rs. In INR
Total CTC (p.a)	216,000.00
Total CTC (p.m)	18,000.00
Fixed CTC (p.a)	216,000.00
Fixed CTC (p.m)	18,000.00
Management Contribution (p.m)	**Amount**
Employer Provident Fund	1,672.00
Employer ESIC	0.00
Total Employer Contribution	1,672.00
Fixed Gross Salary per month	16,328.00
1. Fixed Components	
Basic	13,932.00
HRA	2,396.00
Other Allowance	0.00
2. Variable Pay	
PBVP (%) Percentage (Yes/No)	No
PBVP (%) Percentage	0.00
PBVP Amount (p.a)	0.00
PBVP Amount (p.m)	0.00
Total Earning Potential (p.m)	16,328.00
Employee Provident Fund	1,672.00
Employee ESIC	122.00
Professional Tax	200.00
Other Deductions	0.00
Total Gross Deductions (p.m)	1,994.00
Net Pay Subject to Income Tax	14,334.00

SNEHA COLLEGE OF NURSING

BANGALORE – 560072

Date: 16/01/2023

ACKNOWLEDGEMENT

This is to certify that MS. B B AYESHA SIDDIQA D/O. MR. MAHABOOB BASHA has been admitted for the MEDICAL SURGICAL(M.SC) Nursing course programmed for the academic year **2022-2023** batch in our institution.

Following original certificate has been received:

- 12th Marksheet
- 10th Marksheet
- B.SC Marksheet of 1st,2nd, 3rd and 4TH Year
- Registration Certificate
- Provisional Degree Certificate
- Course Completion Certificate

CHAIRMAN

CHAIRMAN
SNEHA COLLEGE OF NURSING
8, Rajanna Complex,
Jnanabharathi Main Road, Nagarabhavi Circle,
BENGALURU - 560 072.

19 October 2022

Ms. pooja Pooja
chikkachelluru
challakere Karnataka
577538

Letter Of Intent

Dear pooja,

In continuation of the discussions you have had with us recently, we are pleased to extend the following Letter of Intent to you from **HealthCare Global(HCG) Enterprises Limited**

Position/Title: Registered Nurse

Date of Joining: On or Before 17 October 2022

Location: **HCG-KR, Bangalore**

Reporting Relationship: In the above-mentioned position, you will be reporting to at HCG-KR, Bangalore.

Probation Period: You will be on probation for a period of Six months from the date of your appointment which if deemed necessary may be extended.

You will be associated on a full time basis with **HealthCare Global(HCG) Enterprises Limited** and entitled for **Annual CTC of Rs. 216,000.00/- (Rupees only)** towards fixed salary subject to deductions for taxes and other withholdings, as required by the law or the policies of the company.

Below is the list of documents which you have to submit at the time of joining **HealthCare Global(HCG) Enterprises Limited**

1. Educational Certificates (Marks Card and Completion Certificates)
2. Your previous employment certificates (Of all Organizations)
3. Registration Certificate (If applicable)
4. Your previous company's payslip
5. Relieving letter from your present employer
6. 4 copies of your passport size photo
7. Identity Proof (Passport/Voters ID/ Aadhar Card/Driving License)
8. E Aadhar Card

Terms

Your employment with Healthcare Global Enterprises Ltd, can be terminated by either party by giving 1 month notice during probation period.

You acknowledge that this Letter Of Intent, represents the entire agreement between you and Healthcare Global Enterprises Ltd., and that verbal or written agreements/promises or representations that are not specifically stated in this Letter Of Intent will not be binding upon **HealthCare Global(HCG) Enterprises Limited.**

If you are in agreement with the conditions of the above contract terms, please indicate your acceptance of the Letter Of Intent by signing the Letter of Intent below and returning the duplicate copy to us. You are expected to send in your acceptance on or before 22 October 2022, failing which, this Letter Of Intent shall stand withdrawn automatically.

Your employment is subject to verification of all your documents and medical fitness report.

A formal appointment with detailed terms and conditions will be issued to you at the time of joining.

We look forward to you joining us on the date mentioned earlier and hope that you will enjoy an interesting and rewarding career with HCG.

Kindly confirm your acceptance by acknowledging a copy of this Letter Of Intent.

Regards

For **HCG-KR, Bangalore** (A Unit of **HealthCare Global(HCG) Enterprises Limited**)



Dr. Deepti Gautam Tewari

Vice President - Human Resources

Full Name: pooja Pooja

I accept this Letter Of Intent and will start employment on: 17 October 2022

Date: Signature:

---

adding life to years

Annexure

Name	**pooja Pooja**
Designation	**Registered Nurse**
PAN	**EZLPP4969P**
	Rs. In INR
Total CTC (p.a)	216,000.00
Total CTC (p.m)	18,000.00
Fixed CTC (p.a)	216,000.00
Fixed CTC (p.m)	18,000.00
Management Contribution (p.m)	**Amount**
Employer Provident Fund	1,656.00
Employer ESIC	0.00
Total Employer Contribution	1,656.00
Fixed Gross Salary per month	16,344.00
1. Fixed Components	
Basic	13,802.00
HRA	2,542.00
Other Allowance	0.00
2. Variable Pay	
PBVP (%) Percentage (Yes/No)	No
PBVP (%) Percentage	0.00
PBVP Amount (p.a)	0.00
PBVP Amount (p.m)	0.00
Total Earning Potential (p.m)	16,344.00
Employee Provident Fund	1,656.00
Employee ESIC	123.00
Professional Tax	200.00
Other Deductions	0.00
Total Gross Deductions (p.m)	1,979.00
Net Pay Subject to Income Tax	14,365.00

Sri Balaji Prasanna
BHARATHY HOSPITAL
Enriching Lives
4, Nagarabhavi Main Road, Prashanthnagar, Bangalore - 560079,
Ph : 080-23489238, 23485759, Email: bharathyhospital@gmail.com, www.bharthyhospital.com

Date : 20.12.2021

Appointment Letter

1. This agreement made on Dr. Bharathy Rangaswamy between Bharathy Hospital (Employer) and **Mr. TULIKA (**Employee) appointed as **STAFF NURSE** holds good until the day employee stays with the esteemed institution.

2. You will receive a remuneration of **Rs. 20,000 (TWENTY THOUSAND ONLY)** for the 12 months. Your salary will be increased according to your performance after 12 months. You will not be entitled to any other financial benefits apart from the above mentioned. Initially you will be getting four leaves monthly.

3. You are required to abide by the service rules, the code of conduct and other rules and regulations, guidelines and instructions as laid down/ issued and as amended from time to time by the hospital, while on duty.

4. You shall not disclose to any person any information in regards to the works or processes of the hospital/s, which may come into our possession in the course of your association with us.

5. Your term of job with us is liable not be discontinued at any time at the discretion of the management. In the event, you like to discontinue the hospital's service, you shall pay to the hospital in lieu thereof **30** days professional fees as compensation.

6. Any change in the residential address should be intimated to the management immediately.

7. **Oath of Confidentiality** – During the course of your duties in this hospital, you will come in contact with the sensitive, personal information about patients attending this health facility. You shall not disclose to any person, any information in regard to the works or processes of the Hospital. Willful disclosure of any such information about any patient in this service could result in the termination of your employment or legal action against you.

Please sign the return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

With Best Wishes,

Bharthy Hospital

Management Committee

HR Incharge

I accept the above terms and conditions and agree to abide by the same.

Tulika

Signature

Date 20.12.21

KIMS AL SHIFA
SUPER SPECIALITY HOSPITAL
PB No: 26, Perinthalmanna - 679322, Malappuram Dist., Kerala, India, Ph: 04933 227616, Fax: 04933 229818
E-mail: info@kimsalshifa.com, Web: www.kimsalshifa.com

KAS/HR/200/22 01.02.2022

Mr. Anit P Roy
Puthanagadi Post

Malappuram Dist.

TRAINING ORDER

Dear Mr.Anit P Roy

Considering your application we are pleased to allow you to undergo training as Trainee – Staff Nurse in the **Nursing Department** of KIMS Alshifa Healthcare Pvt. Ltd. on the following terms and conditions.

1. Training period: Your training period is exclusively for a period of 1 year w.e.f 01/02/2022. Unless a specific written order extending your training is issued to you, your training will stand terminated automatically on the expiry of the period fixed.
2. Health Check Up: Upon joining, you have to undergo a health check-up in our hospital required to undergo periodical / annual medical examination, if necessary, as may be stipulated by the Company. Your continuation in the training is always subject to your remaining medically fit and alert.
3. Reporting: You will be reporting to Nursing Superintendent.
4. Credentials and Misrepresentation: This offer will come into effect only after verification of your credentials. If during the course of your training, any information furnished by you in you application regarding your qualification, age etc. is found to be incorrect or not true, you will be liable for termination of tanning and for such action as is deemed it.
5. Attendance: Since the Attendance system is linked with payroll, it is mandatory that all persons should swipe on arrival and departure, everyday as per the rules of this Institution. For this purpose you will be provided with an identify card and which should be surrendered on completion of training period or on the direction issued by the management. Trainees are expected to be at department 15 minutes prior to their training time.
6. Stipend package : You will be paid a stipend package of per month from the date of your joining for training.
7. Secrecy As to the Affairs of the Company : you will not disclose during your services with us or any time, thereafter disclose to any person, firm or company, patient confidentiality, information regarding the hospital and its management, the disclosure of which may damage the interest of the Hospital.

Contd...Page 2

8. Other conditions:

1) During the period of training, your training can be discontinued at any time with or without any notice and assigning any reason thereof.
2) During the period of your training, you may discontinue the training by giving one month notice or on payment of one month salary in lieu thereof. Such notice shall not be necessary when your services were dispensed with charge of misconduct or due to poor performance. No notice of resignation will be effective if it is given during the leave period and you will not be entitled to proceed on leave during the notice period.
3) You are not eligible for casual leave as you are only a trainee and not an employee. However, benefits like leave, weekly off etc., shall be as may be decided by the competent authority or as is laid down in any rule applicable to trainees as the case may be sanctioned to you.
4) You are liable to be transferred at the discretion of the management from one post, department, or section to another, from one place to another and also from this company to another company/establishment belonging to the management or same Group of management whether at present existing or that may be established in future.
5) You are expected to participate very actively in all training programs, academic and teaching activities of KIMS Alshifa.
6) You will be responsible for implementing Safety, Infection Control and Quality Policies in your area.
7) If the hospital has sustained any loss or damage which is directly or indirectly attributable to you, the hospital shall have the right to recover the same from you.
8) You are bound by the rules, standing orders and discipline of the company including those that may be framed and/ or enforced from time to time.
9) In case you absent yourself from training continuously for ten days or more it will be deemed that you left the training on your own accord.
10) You shall not have any right or claim for employment either on a permanent or temporary basis, on the ground that you have undergone training in the company.
11) You shall not be eligible for any benefit except as per law.

You may return the copy of this letter duly signed in token of your having understood and accepted the terms and conditions of this letter

We welcome you to KIMS ALSHIFA family and wish you every success.

Yours truly

For KIMS Alshifa Healthcare Pvt. Ltd

Priyan K C
Chief Operating Officer

1/2/22

I Read, Under stood & Accepted:
Signature:

manipalhospitals
LIFE'S ON

Warm Welcome

06th December, 2022

To,
Ms Anindita Nath
Tehatta, Nadia,
West Bengal - 741160

Dear Anindita,

Congratulations!

We are pleased to inform you that you have been selected for the position of **"Nurse" in** the department of **"Nursing"** in RL3 at Manipal Hospital-Hebbal.

As per our discussion, please find the offer details in Annexure I and the joining process in Annexure II. This offer is subject to your clearance of the pre- employment medical examination and background Verification being found suitable to our requirement. You are also requested to sign and return to us a duplicate copy of this document and Annexures in token of your acceptance and authorizing us to utilize certain information to process this application.

As agreed, you will join us on or before **16th December, 2022.** You may please contact Mr. Madhusudhana S at 080 - 66600669 of HR department, who will provide you with information on your orientation and induction processes.

Please confirm your acceptance of this offer on or before 16th December, 2022. Please feel free to get in touch with Mr. Madhusudhana S at 080 - 66600669 for any clarifications.

Welcome to the Manipal family! We look forward to having you with us.

Yours sincerely,
For Manipal Hospital Hebbal

Manipal Hospital Hebbal ★ Bengaluru ★

Arun S H
Hospital Director

Acknowledgement and consent on 16/12/22 by Anindita Nath

Manipal Hospital Hebbal
Kirloskar Business Park, Bellary Road, Hebbal, Bengaluru 560 024, Karnataka
P +91 80 6660 0666

Manipal Hospitals Private Limited
(Formerly Columbia Asia Hospitals Private Limited)
CIN: U85110KA2003PTC033055
Regd. Off. The Annexe, #98/2, Rustom Bagh, Off. HAL Airport Road, Bengaluru - 560 017
P +91 80 4936 0300 E info@manipalhospitals.com www.manipalhospitals.com

manipalhospitals
LIFE'S ON

Warm welcome

To,

Ms. Panchami K L,
Tehatta, Nadia,
West Bengal – 741160.

Dear Tufail,

Congratulations!

We are plased to inform you that you have been selectd for the position of “Nurse” in the depatrment of “nursing” in RL3 at Manipal Hospital – Hebbal.

As per our discussion, please find the offer detatils in Annexure I and the joining process in annexure II. This offer is subject to your clearance of the pre-employment medical examination and background Verification being found suitable to our requirement. You are also requested to sign and return to us a duplicate copy of this document and Annexures in token of your acceptance and authorizing us to utilize certain information to process this application.

As agreed, you will join us on or before 16th December, 2022. You may please contact Mr. Madhusudhana S at 0808 – 66600669 of HR Department, who will provide you with information on your orientation and inducation processes.

Please confirm your acceptance of this offer on or before 16th December, 2022. Please feel free to get in touch with Mr. Madusudhana S at 080 – 66600669 for any clarifications.

Welcome to the Manipal family! We look forward to having you with us.

Yours sincerely,
For Manipal Hospital Hebbal

Manipal Hospital Hebbal ★ Bengaluru ★

Arun S H
Hospital Director

manipalhospitals
LIFE'S ON

Warm welcome

To,

Ms. Poushali Mallick,
Tehatta, Nadia,
West Bengal – 741160.

Dear Tufail,

Congratulations!

We are plased to inform you that you have been selectd for the position of “Nurse” in the depatrment of “nursing” in RL3 at Manipal Hospital – Hebbal.

As per our discussion, please find the offer detatils in Annexure I and the joining process in annexure II. This offer is subject to your clearance of the pre-employment medical examination and background Verification being found suitable to our requirement. You are also requested to sign and return to us a duplicate copy of this document and Annexures in token of your acceptance and authorizing us to utilize certain information to process this application.

As agreed, you will join us on or before 16th December, 2022. You may please contact Mr. Madhusudhana S at 0808 – 66600669 of HR Department, who will provide you with information on your orientation and inducation processes.

Please confirm your acceptance of this offer on or before 16th December, 2022. Please feel free to get in touch with Mr. Madusudhana S at 080 – 66600669 for any clarifications.

Welcome to the Manipal family! We look forward to having you with us.

Yours sincerely,
For Manipal Hospital Hebbal

Manipal Hospital Hebbal ★ Bengaluru ★

Arun S H
Hospital Director

manipalhospitals
LIFE'S ON

Warm welcome

To,

Ms. TRIPARNA BANERJEE
Tehatta, Nadia,
West Bengal – 741160.

Dear Triparna Banerjee,

Congratulations!

We are plased to inform you that you have been selectd for the position of “Nurse” in the depatrment of “nursing” in RL3 at Manipal Hospital – Hebbal.

As per our discussion, please find the offer detatils in Annexure I and the joining process in annexure II. This offer is subject to your clearance of the pre-employment medical examination and background Verification being found suitable to our requirement. You are also requested to sign and return to us a duplicate copy of this document and Annexures in token of your acceptance and authorizing us to utilize certain information to process this application.

As agreed, you will join us on or before 16th December, 2022. You may please contact Mr. Madhusudhana S at 0808 – 66600669 of HR Department, who will provide you with information on your orientation and inducation processes.

Please confirm your acceptance of this offer on or before 16th December, 2022. Please feel free to get in touch with Mr. Madusudhana S at 080 – 66600669 for any clarifications.

Welcome to the Manipal family! We look forward to having you with us.

Yours sincerely,
For Manipal Hospital Hebbal

Manipal Hospital Hebbal ★ Bengaluru ★

Arun S H
Hospital Director

manipalhospitals
LIFE'S ON

Warm welcome

To,

Ms. TUFAIL,
Tehatta, Nadia,
West Bengal – 741160.

Dear Tufail,

Congratulations!

We are plased to inform you that you have been selectd for the position of “Nurse” in the depatrment of “nursing” in RL3 at Manipal Hospital – Hebbal.

As per our discussion, please find the offer detatils in Annexure I and the joining process in annexure II. This offer is subject to your clearance of the pre-employment medical examination and background Verification being found suitable to our requirement. You are also requested to sign and return to us a duplicate copy of this document and Annexures in token of your acceptance and authorizing us to utilize certain information to process this application.

As agreed, you will join us on or before 16th December, 2022. You may please contact Mr. Madhusudhana S at 0808 – 66600669 of HR Department, who will provide you with information on your orientation and inducation processes.

Please confirm your acceptance of this offer on or before 16th December, 2022. Please feel free to get in touch with Mr. Madusudhana S at 080 – 66600669 for any clarifications.

Welcome to the Manipal family! We look forward to having you with us.

Yours sincerely,
For Manipal Hospital Hebbal

Manipal Hospital Hebbal ★ Bengaluru ★

Arun S H
Hospital Director

Fortis Hospitals Limited
Mulund Goregaon Link Road
Bhandup (West), Mumbai 400 078, India
Tel : 91 22 4365 4365
Emergency No : 91-22-4111 4111
Website : www.fortishealthcare.com

18th April 2022

Global ID: - 216142
Ms. Blessy Sabu
Puthenparampil Thompikandom P O Chethakkal,
Pathanamthitta, Kerala- 689676.

Letter of Appointment

Dear Ms. Blessy,

We have pleasure in appointing you as **NICU Nurse** in **Ancillary.Nursing_Critical Care** at **Fortis Hospitals Mulund effective 18th April 2022** on the following terms and conditions.

1. Reporting
You will report to **Chief of Nursing** or any other designated person as specified by the Company from time to time.

2. Remuneration & Benefits
You will be placed in **Grade N3** of the Company, and will be entitled to compensation (salary, variable pay and other applicable benefits) as detailed in ***Annexure 1.*** Your compensation (direct and indirect) will be governed by the rules of the Company and the statutory provisions, as applicable and/or amended hereafter.

Your salary will be reviewed annually, normally w.e.f **1st April** of each year following the completion of probationary period (if applicable) or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results. All taxes arising in respect of the remuneration and other payments made by the Company to you pursuant to your employment with the Company shall be paid by you in accordance with the applicable laws and regulations under the laws of the relevant jurisdiction.

In addition to your salary and subject to any eligibility requirements, you may be included in such Incentive Schemes as may be operated by the company from time to time and as determined by the Remuneration Committee of the Company.

Depending on your position/grade in the company, you may be entitled to additional benefits as outlined in the company's policy which may be amended from time to time with or without notice to you.

3. Probation
You will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued to you in writing.

Aster
RV HOSPITAL

Mr. Manish,

Phone No: 91-8684099894

Email: manishtewatia1234@gmail.com

Dear Mr. Manish,

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reservesthe right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification

- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medicalinsurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

My Benefits:

Annexure 1

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Aster
RV HOSPITAL

Ms. Jagadevi S Melinamani

Phone No: 91-7676396545

Email: jagadevi649@gmail.com

Dear **Ms. Jagadevi s Melinamani,**

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reservesthe right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification
- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medicalinsurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

My Benefits:

Annexure 1

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Aster
RV HOSPITAL

Mr. Muhammed Afsal KE

Phone No: 91-9947244212

Email: afsalkeappu@gmail.com

Dear **Mr. Muhammed,**

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reservesthe right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification
- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medicalinsurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

My Benefits:

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Aster
RV HOSPITAL

Mr. KALLOL KHAN

Phone No: 91-9947244212

Email: afsalkeappu@gmail.com

Dear **Mr. Muhammed,**

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reservesthe right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification
- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medicalinsurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

Annexure 2

My Benefits:

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility c. Annual Leave d. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Aster
RV HOSPITAL

Mr. Muhammed Afsal KE

Phone No: 91-9947244212

Email: afsalkeappu@gmail.com

Dear **Mr. Muhammed,**

Subject: Employment Offer as Staff Nurse

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Staff Nurse (Band: 1A2)** in **Aster RV Hospital.** As one of the most recognized healthcare providers in the region, Aster DM Healthcare is a growing family of over 21,000+ employees serving the community's healthcare needs across India and GCC. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company.

In this role, you will be working **Full time** in the **Nursing Services** function. Normal working hours will be in accordance to your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

Kindly acknowledge and accept this offer on or before **February 9, 2023,** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

Terms and conditions of offer:

Your expected date of joining is **February 6, 2023** and your annual CTC will be **Rs**. **198000/- (Rupees One Hundred Ninety-Eight Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reserves the right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **S**owever, the term of probation can also be extended and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification
- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification

- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details;
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medical insurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our Organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster RV Hospital.**

For Aster RV Hospital,



Durga Prasanna Nayak
General Manager - Human Resources

I hereby accept the offer and the above-mentioned terms and conditions.
Name of the Candidate:
Date:

Annexure 1

My Remuneration:

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic+DA	13940	167280
HRA	420	5040
Gross	14360	172320
PF	1673	20076
ESIC	467	5604
Cost to company	16500	198000

Aster
RV HOSPITAL

Annexure 2

My Benefits:

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	**As per company policy**	**As per company policy**
Accident Insurance	**As per company policy**	**As per company policy**
Annual Air Tickets	**As per company policy**	**As per company policy**
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave *(for all other leave categories kindly refer to the leave policy)*	As per grade	As per grade
ESOP Scheme	**As per company policy**	
Gratuity	**As per company policy**	

Name:

Date:

Signature:

IP Address:

Job offer, sagar hospital-BSK

1 message

Bhanusree.Sirivelu <bsk3076@sagarhospitals.in> Mon, 23 Jan 2023 at 4:16 pm
To: arpanspark@gmail.com, astro357arp@icloud.com
Cc: Sunil George William <hrmgr.bsk@sagarhospitals.in>, Sushma N Swamy <bsk2823@sagarhospitals.in>

Dear Mr. Arpan,

This has reference to the discussions you have had with us on **23rd January 2023** at Sagar Hospitals, Kumaraswamy Layout, Banashankari, Bangalore, for the position of **" Staff Nurse "**. You are hereby informed that you are selected for the position interviewed. Remuneration will be fixed as mutually agreed upon during the discussion. You are requested to join on **24th January 2023** as agreed.

Anticipating for an early reply and Joining.

Documents to be carried:

1. Covid Vaccination certificate.
2. 4 passport size photos.
3. 2 copies of ID and address proof(Aadhar card - 1 and PAN card - 1 mandatory, Phone number to be seeded to aadhar card,Pass Port).
4. 1 Family Photo Visiting card size for ESI
5. Self Bank Account Passbook copy.
6. Copies of educational certificates and Experience/Reliving certificates and Salary certificates (Originals for verification only).
7. Pre- Employment check up charges-Rs 700/- (In 1st Floor PHC center with fasting @ 8:00am)

--
Thanks & Regards
Bhanusree.S
HR Department
Sagar Hospitals-DSI
Kumarswamy Layout-BSK
Bangalore-560078

31st November 2022

To,
Ravendra Bansal
Bangalore.

Dear Ravendra Bansal,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Registered Nurse** in the department **Nursing** in our **Apollo Hospitals, Bangalore**

You will be required to undergo a pre-employment medical examination on confirmation of your medical fitness, you can join on or before **24th November 2022**

You are requested to submit the following documents at the time of your joining:

- Copies of Educational Certificates (2)
- Copies of Experience Certificates
- Relieving letter from the previous employer
- Copy of latest salary certificate
- 5 passport and one stamp size photograph
- Photo copy of (Pan card/ Voter card/ Passport/ Driving License)

You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment by giving two-month notice or payment in lieu thereof. Kindly acknowledge this letter as a token of acceptance of this offer.

With Best Wishes,

For Apollo Hospitals, Bangalore

Vinutha C P
Manager - Human Resources

Grace Educational Trust ®

St.Joseph's Academy of Nursing

SJAN/003/2021-22

Date 20.10.2021

APPOINTMENT LETTER

To,

Mr. Siddarth Bhujel,
S/o Bhujel,

Sub: Appointment for the post of Tutor/Clinical Instructor.

Ref: Your Application dated 25.08.2021 interview held on 13.10.2021.

Dear Mr. Annie Phukan,

I am pleased to inform you about your selection and teaching job confirmation to the post of Tutor in our institution w.e.f. 03.01.2022. All the terms and conditions with other benefits are mentioned on the attached employment agreement form.

I congratulate you and welcome you on behalf of management, teaching and non-teaching staff of our institution. I hope that together we work very hard to achieve the goals of our institutions.

I request you to acknowledge the copy of the appointment letter us a taken of acceptance.

Thanking you,

Warm regards,

Director
St.Joseph's Academy of Nursing
Umtrew, Block - 1,
Ri-Bhoi District, Meghalaya.
Pincode - 793105

DIRECTOR
St. Joseph's Academy of Nursing
Umtrew, Near Umsning bypass, Meghalaya.

Umtrew,Block -1, Ri-Bhoi District, Meghalaya, Pincode-793105
stjosephsmeghalaya@gmail.com +91 89711 11133/ 55

Grace Educational Trust ®

St.Joseph's Academy of Nursing

SJAN/003/2021-22

Date 20.10.2021

APPOINTMENT LETTER

To,

Mr. Annie Phukan,
S/o Phukan,

Sub: Appointment for the post of Tutor/Clinical Instructor.

Ref: Your Application dated 25.08.2021 interview held on 13.10.2021.

Dear Mr. Annie Phukan,

I am pleased to inform you about your selection and teaching job confirmation to the post of Tutor in our institution w.e.f. 03.01.2022. All the terms and conditions with other benefits are mentioned on the attached employment agreement form.

I congratulate you and welcome you on behalf of management, teaching and non-teaching staff of our institution. I hope that together we work very hard to achieve the goals of our institutions.

I request you to acknowledge the copy of the appointment letter us a taken of acceptance.

Thanking you,

Warm regards,

Director
St.Joseph's Academy of Nursing
Umtrew, Block - 1,
Ri-Bhoi District, Meghalaya,
Pincode - 793105

DIRECTOR
St. Joseph's Academy of Nursing
Umtrew, Near Umshing bypass, Meghalaya.

Umtrew,Block -1, Ri-Bhoi District, Meghalaya, Pincode-793105
stjosephsmeghalaya@gmail.com +91 89711 11133/ 55

20 October 2022

Mr. Devaraj
Chikodi Karnataka
591213

Letter Of Intent

Dear Akash,

In continuation of the discussions you have had with us recently, we are pleased to extend the following Letter of Intent to you from **HealthCare Global (HCG) Enterprises Limited**

Position/Title: Registered Nurse

Date of Joining: On or Before 18 October 2022

Location: **HCG-KR, Bangalore**

Reporting Relationship: In the above-mentioned position, you will be reporting to at HCG-KR, Bangalore.

Probation Period: You will be on probation for a period of Six months from the date of your appointment which if deemed necessary may be extended.

You will be associated on a full time basis with **HealthCare Global(HCG) Enterprises Limited** and entitled for **Annual CTC of Rs. 216,000.00/- (Rupees only)** towards fixed salary subject to deductions for taxes and other withholdings, as required by the law or the policies of the company.

Below is the list of documents which you have to submit at the time of joining **HealthCare Global(HCG) Enterprises Limited**

1. Educational Certificates (Marks Card and Completion Certificates)
2. Your previous employment certificates (Of all Organizations)
3. Registration Certificate (If applicable)
4. Your previous company's pay slip
5. Relieving letter from your present employer
6. 4 copies of your passport size photo
7. Identity Proof (Passport/Voters ID/ Aadhar Card/Driving License)
8. E Aadhar Card

Terms

Your employment with Healthcare Global Enterprises Ltd**,** can be terminated by either party by giving 1 month notice during probation period.

You acknowledge that this Letter Of Intent, represents the entire agreement between you and Healthcare Global Enterprises Ltd., and that verbal or written agreements/promises or representations that are not specifically stated in this Letter Of Intent will not be binding upon **HealthCare Global(HCG) Enterprises Limited.**

If you are in agreement with the conditions of the above contract terms, please indicate your acceptance of the Letter Of Intent by signing the Letter of Intent below and returning the duplicate copy to us. You are expected to send in your acceptance on or before 23 October 2022, failing which, this Letter of Intent shall stand withdrawn automatically.

Your employment is subject to verification of all your documents and medical fitness report.

A formal appointment with detailed terms and conditions will be issued to you at the time of joining.

We look forward to you joining us on the date mentioned earlier and hope that you will enjoy an interesting and rewarding career with HCG.

Kindly confirm your acceptance by acknowledging a copy of this Letter Of Intent.

Regards

For **HCG-KR, Bangalore** (A Unit of **HealthCare Global(HCG) Enterprises Limited**)



Dr. Deepti Gautam Tewari

Vice President - Human Resources

Full Name: Devaraj

I accept this Letter Of Intent and will start employment on: 18 October 2022

Date: Signature:

---

adding life to years

Annexure

Name	Devaraj
Designation	**Registered Nurse**
PAN	**FDJPM2135M**
	Rs. In INR
Total CTC (p.a)	216,000.00
Total CTC (p.m)	18,000.00
Fixed CTC (p.a)	216,000.00
Fixed CTC (p.m)	18,000.00
Management Contribution (p.m)	**Amount**
Employer Provident Fund	1,672.00
Employer ESIC	0.00
Total Employer Contribution	1,672.00
Fixed Gross Salary per month	16,328.00
1. Fixed Components	
Basic	13,932.00
HRA	2,396.00
Other Allowance	0.00
2. Variable Pay	
PBVP (%) Percentage (Yes/No)	No
PBVP (%) Percentage	0.00
PBVP Amount (p.a)	0.00
PBVP Amount (p.m)	0.00
Total Earning Potential (p.m)	16,328.00
Employee Provident Fund	1,672.00
Employee ESIC	122.00
Professional Tax	200.00
Other Deductions	0.00
Total Gross Deductions (p.m)	1,994.00
Net Pay Subject to Income Tax	14,334.00

TRIBHUVAN UNIVERSITY
TEACHING HOSPITAL

Cable :TUTHMEP KATH
Maharajgunj
Kathmandu, Nepal

Ref.No.

Date 8.1 Nol'..2021

To Whom It Mav Concern

Tl1is is to certify that Ms. Aishwarya KC is working as a Staff Nurse in Tribhuvan University Teaching Hospital since 31[51] May 2021 to till date.

I wish every success in her future endeavor.

p; Nti;
Chief
Personnel Administration

Phone No.:44-12303, 44-12505, 44-12707, Fax No977-1-44-22553, Post Box No :3578
i:,.mail:..tutbidector@ioredu_nn-Websa:.wwwJom.adu.nn.-

TRIBHUVAN UNIVERSITY
TEACHING HOSPITAL

Cable :TUTHMEP KATH
Maharajgunj
Kathmandu, Nepal

Ref.No.

Date 8.1 Nol'..2021

To Whom It Mav Concern

Tl1is is to certify that Ms. Mahi Mandal is working as a Staff Nurse in Tribhuvan University Teaching Hospital since 31st May 2021 to till date.

I wish every success in her future endeavor.

p; Nti;
Chief
Personnel Administration

Phone No.:44-12303, 44-12505, 44-12707, Fax No977-1-44-22553, Post Box No :3578
i:,.mail:..tutbidector@ioneadu_nn-Webslaa:..wwwJom.adu.nn.-

ANAROCK
1002, 10th Floor, B Wing, ONE BKC,
G Block Bandra Kurla Complex, Mumbai – 400 051

Job Offer

20th July 2022

Dear Shrivardhan,

Congratulations! We are pleased to offer you the position of **Social Media Manager** at Anarock Property Consultants, based out of our Bengaluru office. Your anticipated start date will be 22nd August 2022, and this will be a full-time position with a probationary period of six months.

Your annual compensation will be Rupees INR 3.20 Lakhs, inclusive of other benefits following our company policy.

Your expertise and qualifications align perfectly with what we are looking for. We are confident that you will make a significant contribution to our team.

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Acceptance Deadline Date]. We are excited about the prospect of you joining our team and are eager to work together towards our mutual success.

Should you have any queries or require additional information, please do not hesitate to reach out.

Warm regards,

Vijay

Vijay Iyer

Senior HR Manager

THIS STORY IS FROM JUNE 29, 2023

Saanya Iyer looks dreamy in a white dress; see pics

etimes.in / Jun 29, 2023, 14:12 IST

195 PTS SHARE AA FOLLOW US

Kannada actress Saanya Iyer, known for her stylish looks, recently shared pictures on social media where she looks stunning in a white satin dress with embellished detailing.



New For You



'Arrogant, utterly classless individual': Sreesanth asks Gautam Gambhir if he's...



20th Jul 2022

T. Nidhi

Subject: Letter of Intent

Dear **T. Nidhi,**

On behalf of MattsenKumar Services Pvt. Ltd., I am pleased to offer the Letter of Intent to you for the position of **Video Content Writer** based out of Bangalore.

You will be paid a CTC of **R** [redacted] per month as per annexure attached less applicable tax and other withholdings. The details of your salary and the terms and conditions of employment with MattsenKumar Services Pvt. Ltd. is listed below.

You will be required to join us no later than **10th Aug, 2022** at **11 AM.**

Your employment with the company is "at will"; it is for no specific term, and may be terminated by you or the company at any time, with or without cause with thirty days advance notice (Confirmed/not confirmed). As a condition of your employment, you will be required to sign the Company's standard form of 'Terms and Conditions' and 'Employee Non - Disclosure and Confidentiality' agreement. These documents must be provided to the Company duly signed, within three days of your date of joining. Your appointment is subject to the successful completion of Training & certification and positive background verification report.

At the time of joining, please bring the following original documents for verification with their photocopies, which would be retained for our records.

a. Photographs (5 passport size)
b. All educational certificates including mark sheets in full.
c. Relieving Certificate (if employed previously)
d. Proof of Last drawn salary
e. Copy of Appointment Letter - Current and previous employers (if applicable)
f. Passport / Proof of Address
g. Form – 16 along with earnings certificate for IT purpose
h. Copy of PAN Card and Aadhar Card

T. Nidhi, we look forward to working with you at the Company and personally welcome you wishing a very successful career with us, also reaffirming our complete confidence in your ability to find professional and personal satisfaction here. Please sign and date this letter on the spaces provided below to acknowledge your acceptance of the offer of employment.

Anshuman Chandra
Sr. Manager - Human Resource

Congratulations! Your Profile is shortlisted for the post "Vloggers Executive" | Varistor Technologies Pvt. Ltd.

Inbox

H

Human R... 29/07/2022

to me, Subham, ...

Dear Noor,

Congratulations once again from Varistor Technologies Pvt. Ltd.!

Based on your overall performance you have been selected as "Vloggers Executive" at Varistor Technologies Pvt. Ltd.

Kindly acknowledge the email and do send the below required documents at hr@varistor.in on or before 31st July, 2022.

Following documents needed for the next step–

1. Scanned copy of Self-attested PAN CARD.

2. Scanned copy of Self-attested Aadhaar Card (for permanent address proof).

Following documents needed for the next step–

1. Scanned copy of Self-attested PAN CARD.

2. Scanned copy of Self-attested Aadhaar Card (for permanent address proof).

3. Scanned copy of Local Address proof (Phone Bill/ Rent Agreement/ Property Deed/ Bank Passbook)

4. Scanned copy of Self-attested Passport (if available).

5. Scanned copy of Self-attested transcripts of 10th, 12th, Bachelor's Degree and Master's Degree (If available).

6. Passport Size Photograph in .jpg or .png format.

7. Scanned copy of Work Experience letter and Joining Offer Letter past company along with latest 3 month payslip if available.

In case of any queries, please write to hr@varistor.in

Note: Your CTC will be INR 3.8 LPA which includes travelling allowance and all other deductions subjects to documents verification. Your date of joining will be 10th August 2022 once your documents verifications process has been completed.

Human Resources Team

In case of any queries, please write to hr@varistor.in

Note: Your CTC will be INR 3.8 LPA which includes travelling allowance and all other deductions subjects to documents verification. Your date of joining will be 10th August 2022 once your documents verifications process has been completed.

Human Resources Team

Varistor Technologies Pvt. Ltd.

No. F-1107, Block-1, First Floor, Ardente Office One

Hoodi Circle, ITPL Main Road,

Bengaluru, Karnataka 560048

Annexure

Name: Ritika Amarnath
Designation: Digital Specialist

Annual Salary Package		
	Monthly	**Annual**
	INR	**INR**
Basic	14000	168000
House Rent Allowance	5600	67200
Special Allowance	13600	163200
Employer's Contribution to Provident Fund	1800	21600
Gross Earning	**35000**	**420000**
**** You will be eligible for a 2,00,000 of Mediclaim insurance coverage**		
Reimbursements (forming part of Special Allowance)		
Food Coupons (INR 1,100, 2,200 or 3,300 as per employee's choice)		

- Company reserves the right to modify the above structure from time to time
- Salary is subject to deduction of income tax and other statutory deductions as per prevailing rules and regulations
- Reimbursements mentioned above form a part of the Special Allowance and the Employee may elect to claim one or more of the listed Reimbursements. The total amount of Reimbursements claimed by the employee will be reduced from the same. To clarify, the total amount payable to the Employee shall not exceed the Gross Earning mentioned above and any incentives/bonuses earned by the employee.
- For the purpose of tax deduction at the source every employee shall submit his/her investment plan in the prescribed form on the employee ESS portal

Tina Garg

Accepted

MARKETING MINDS MAKE BRAND MAGIC

Offer Letter

To,
Ms. Ritika Amarnath
Bangalore

Date: 07-September-2022

Dear Ritika,

Congratulations!

We are pleased to offer you the position of **Digital Specialist** at Pink Lemonade Communications Pvt.Ltd.

The above-mentioned offer is subject to the following terms:

1. Your annual compensation package will be of INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand Only) CTC (Refer Annexure).

2. The employment is subject to probation for a period of 3 months from your DOJ (12/09/2022). At the end of this period, you will be confirmed on the basis of your performance.

3. A formal appointment letter will be issued to you on joining and on submission of the necessary documents for employment.

4. This offer letter has been issued to you on the basis of the information and particulars furnished by you in your application (including resume) and the supporting proof at the timeof your interview and subsequent discussions. If any of these are discovered to be false, tampered with, or if there is a material fact intentionally not disclosed, Pink Lemonade has the right to take suitable action, including terminating this offer.

5. In the case that you choose not to join us post accepting this offer of employment or leave your position within the first three weeks of joining, you will be liable to pay the company one month's compensation (CTC). In the event that the company withdraws the offer for any reason, prior to your joining or within three weeks of joining, the company will be liable to pay you the same.

6. You are requested to respond to this offer of employment in the next two days. Failure to do so would deem the offer null and void.

Please confirm by signing a copy of this letter and email a scanned copy to madhurima@pinklemonade.in by EOD.

For Pink Lemonade Communications Pvt Ltd



Tina Garg

Founder & CEO



Accepted

A Yesterday for a Tomorrow

Director	Producer	DOP
Akash Hegde	Anoushka Metrani	Suyash Chandra

Cast

Arnav Kulkarni Sreelakshmi Menon Arshia Pawar

A Yesterday for a Tomorrow

Director	Producer	DOP
Akash Hegde	Anoushka Metrani	Suyash Chandra

Cast

Arnav Kulkarni Sreelakshmi Menon Arshia Pawar

Cresurge Private Limited

3rd Floor, Manandi Plaza, St Mark's Rd, Shanthala Nagar, Ashok Nagar,
Bengaluru, Karnataka 560025

Job Offer Letter

Date: 11th July 2022

Dear Arshiya Verma,

We are delighted to extend our offer of full-time employment as a **Graphic Designer** at Cresurge Private Limited, with an intended start date of **11th August 2022**. You will be reporting directly to the Creative Director at our Bangalore office. Your skills and experience align perfectly with the requirements of our company.

Your primary responsibilities will include conceptualizing and designing various graphics, contributing creatively to marketing campaigns, and collaborating with the team to achieve visual excellence in our projects.

The annual starting salary for this position is Rs. 3.6 Lakhs per annum. The initial six months will serve as a probationary period. The notice period required for termination on either side during the service period is one month.

This letter does not constitute a contract of employment for a fixed term. However, subject to performance and company requirements, your contract will be renewable upon completion of the initial term.

As an employee of Cresurge Private Limited, you will be entitled to benefits such as healthcare insurance, sick leaves, and casual leaves, among others.

Please confirm your acceptance of this job offer by signing and returning this letter by the 11th of August 2022. Failure to accept within this timeframe will result in the lapse of this offer.

We are eager to welcome you aboard our team and are available to address any queries you may have. Please feel free to reach out at your convenience.

Warm regards,

(Neha Patel)
HR Head

Tagfact Services Pvt Ltd
#5, 10th Cross, Siddaiah Rd,
Wilson Garden, Bangalore – 560-027
India
CIN : U74900KA2015PTCO84709

Offer Letter

10 Oct 2022

To,
Pranitha S
Bengaluru.

Dear Pranitha,

With reference to your application and subsequent discussions & interview, we have pleasure in offering you an appointment in our Company as **Media Analyst** with the following terms and conditions.

1. Date of Appointment
Your appointment is effective from **12th Oct 2022**

2. Salary (on a Cost To the Company basis)
Your salary on a cost to the company (CTC) basis will be as per the details herein enclosed under **Annexure I**

3. Tax Implications on Salary
You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes

4. Probation and Confirmation
You will be initially on a probation period of six (6) Months from the time of joining. At the end of the probation period you will be reviewed for performance on respective areas and based on your performance review results you will receive a confirmation letter. Only on receiving a confirmation letter from the company will your status be regarded as changed from probation to a confirmed employee. Just a passing of time will not confirm automatic status as a confirmed employee. The period probation may be extended by the company keeping in view your performance and based on Company policy.

5. Salary Review
Salary review will be done as per the Company Policy. Upon confirmation of employment, after the probation period, the employee will be eligible for annual compensation review subject to and on the basis of performance.

6. Leave and Holidays
You will be eligible for leaves & holidays as per the company Policy.
Your absence without notification would entail automatic loss of your lieu on job without any notice and information by the management.

7. Other Work

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the company without permission in writing from **Sandeep Sankhla**- Managing Partner.

8. Responsibilities

In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

9. Working Hours:

Normal working hours of the company is 9.00am to 6.00pm, Monday to Friday including 30 minutes lunch break and 15 minutes tea break. It may change based on client engagement.

10. Statutory Benefits and Deductions:

You may be eligible for all statutory benefits provided by the Company from time to time and the same may be deducted from your salary as per government policy.

11. Transfer and Deputation

You are liable to be transferred in such capacity as the Company may from time to time determine to any other location in India or abroad, department, establishment, sister company or branch of the company without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them. You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service/Confidentiality and Non Disclosure agreement, as may be required to protect the interest of the Client and the Company.

12. Confidential Information

You will not at any time without the consent of the Managing Partner of the Company, disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confined to you or become known to you in the course of your service or otherwise.

13. Company Policies

You agree to abide by the rules, regulations, instructions, personnel policies and the policies of the Company including its Code of Conduct and any change thereof, which may be adopted by the Company from time to time.

14. Change in Personal Details

You will keep the Company informed of any change in your residential address and/or any other important detail that may occur during the course of your engagement with the Company.

15. Conflict of Interest

It is intended to avoid conflict between your interest as an employee, and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' arises in future, you will promptly report of the same to the management of the company.

Noted below are a few examples of Conflict of Interest:

a. For you or any dependent member of your family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market or the interest is not material.
b. For you or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any.
c. Company, firm or individual that is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
d. For you to serve as an officer, director or in any other management capacity or as a consultant to another company or organization doing or seeking to do business with the Company or an affiliate except with the knowledge and consent of management of our Company.
e. For you to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the Company, which might be prejudicial to the interest of our Company
f. For you or any dependent member of your family to accept commission, a share in profits or other payments, loans (other than with established banks or financial institutions), services, excessive entertainment and travel or gifts or more than nominal value from any individual or organization doing or seeking to do business with the Company.

16. Protection of Interest

If you conceive or develop any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

17. Intellectual Property

You agree that all inventions, improvements, developments and/or discoveries (whether or not patentable), and all works of authorship (whether or not copyrightable) (hereinafter collectively "Intellectual Property"), which you conceive of, create or make within the scope of your employment by the Company, whether solely or jointly with another or others, shall be the sole and exclusive property of the Company or its respective successors, assigns or nominees, as determined by the Company ("Owner"). You further agree that you shall promptly and fully disclose all such Intellectual Property and shall execute, acknowledge and deliver, upon request of the Owner and without further compensation, either during or subsequent to your employment, all instruments which are desirable or necessary to prosecute an application for and to acquire, maintain and enforce all patents, copyrights or registrations covering such Intellectual Property in all countries. Moreover, you hereby convey, assign and transfer your entire right, title and interest in and to such Intellectual Property to the Owner and otherwise agree to cooperate as necessary to perfect the Owner's rights and ownership therein.

18. Confidentially Agreement

At the time of joining, you will be required to sign Confidentiality Agreement and Non- Disclosure Agreement.

19. Past Record

If any declaration given or furnished by you to the Company proves to be false if you are found to have willfully suppressed any material information, in such a case, you will be liable to removal from service at any time without any notice.

20. Service Rules

Your services shall be governed by the Rules & Regulations of Tagfact Services Pvt Ltd implied or notified and also any instructions that may be notified from time to time. In case of any dispute, the court of Civil shall have the execute jurisdiction.

Any grievances, application of leave or improvement strategy should be immediately brought to the notice of the Reporting Manager or the Management by the way of a written document.

21. Retirement

The retirement age is 58 years.

22. Notice Period

This contract of employment is terminable by either party by serving a notice period of 60 days. The company also reserves the right to pay or recover salary in lieu of notice period subject to completion of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee and Project Manager failing which the relieving date may be extended. The relieving date may also be extended incase the project is at a critical juncture. The Company may also at its discretion relieve an employee from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof if such termination is for ethical/moral grounds.

The notice period will be termed from the date of submission of a formal, signed hard copy of resignation letter to the reporting Manager and a copy to HR.

During the probation period or during your employment , if company wishes to terminate the employee's services due to non-performance, negligence and not been able to carry out the work assigned, non- adherence of code of conduct of the company or any other reason the company have right to terminate the employee with immediate effect without issuing any notice period

23. On Separation

In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Tagfact Services Pvt Ltd's Client/Customer organizations, without a written consent from Tagfact Services Pvt Ltd for a period of one year from the date of your separation. On termination of this contract, you will immediately handover, before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items.

You will be responsible for safe keeping, dealing with utmost honesty and professional ethics, and return in good condition and order all the properties of the Company, including but not limited to any money, material and/or documents, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess and recover the damages of all such material from you and take such other action as it deems proper in the event of your failure to account for such material or property to the Company's satisfaction. If you are found guilty at any point of time of moral turpitude or dishonesty in dealing with Company's properties, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding any other terms and conditions mentioned herein. Upon separation from the Company, you are required to immediately return to the Company before you are relieved, all Company properties (correspondences, specifications, formulae, books, documents, or records, data, machines etc.,) belonging to the Company or relating to its business and shall not make or retain any copies of these items

The employment may also be terminated notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation

a. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.

b. For loss of confidence in you by the company for any of the act committed by you.

c. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

d. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.

e. If you commit any act prejudicial to the continuing good relationship between you and the company.

f. If you become physically incapacitated for the performance of your duties.

g. If you commit breach of any of the terms of this letter of appointment.

h. If your attendance to work is found to be poor & absence from work when a leave applied is not approved by the reporting manager.

Upon separation from the Company you will not refer existing / previous associates / clients/ client information of the Company to others outside of the Company under any circumstances.

24. Submission of Certificates and Photographs

At the time of joining, you are requested to submit all relevant documents as mentioned in **Annexure II.**

Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions contained therein.

Wish you all the best and welcome you to Tagfact.

For **Tagfact Services Pvt Ltd.,**

SANDEEP SANKHLA
Digitally signed by SANDEEP SANKHLA
Date: 2022.10.10 07:01:44 +05'30'

Sandeep Sankhla
Managing Partner

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Date _____

Full Name …….

Signature ……...

Tagfact Services Pvt Ltd
#5, 10th Cross, Siddaiah Rd,
Wilson Garden, Bangalore – 560-027
India
CIN : U74900KA2015PTCO84709

Annexure – I

Compensation Break up of Ms. Pranitha S

COMPENSATION STRUCTURE (All Figures in INR)		
Components	**Monthly**	**Annual**
Basic	14250	171000
House Rent Allowance	7125	85500
Special Allowances	2959	35511
Statutory Bonus	1187	14244
Total Gross Salary	**25521**	**306255**
Employer Provident Fund (PF) @ 12% cap to INR 1800/-	1710	20520
Gratuity as per Act	685	8225
Total Statutory Contributions	**2395**	**28745**
Medical Insurance Premium	583	7000
Cost to Company (CTC)	**28500**	**342000**

*All Statutory deductions as per Government policy.
*Annual Statutory Bonus paid monthly.

For **Tagfact Services Pvt Ltd.,**

SANDEEP SANKHLA
Digitally signed by SANDEEP SANKHLA
Date: 2022.10.10 07:02:12 +05'30'

Sandeep Sankhla
Managing Partner

Acceptance

Name:_____ Signature:_____ Date _____

Annexure II

Sl.#	Document Name	Yes	No	Remarks
1	Resume			
2	**Educational Certificates**			
	School Leaving / 10th			
	12th / Diploma/ Equivalent			
	Graduation –Convocation/ Provisional			
	All Semester Marks card			
	Post Graduation – Convocation/ Provisional			
	All Semester Marks card			
3	**Certifications (If Any)**			
	1			
	2			
	3			
4	**Relieving letter**			
	1			
	2			
5	**Experience Letter**			
	1			
	2			
6	Offer Letter from Previous Organization			
7	Salary Slips for the Last 3 months			
8	Bank Statement of last 6 months			
9	**Address Proof & ID Proof**			
a	Passport Copy (All Non Blank Pages)			
b	Rental Agreement			
c	Aadhar Card Copy			
d	Driving License			
e	Pan Card			
f	Voters ID card			
g	Any Other Proof as specified by the Govt			
10	4 Passport Size Photographs and 2 Stamp Size in White Background			

Tagfact Services Pvt Ltd
#5, 10th Cross, Siddaiah Rd,
Wilson Garden, Bangalore – 560-027
India
CIN : U74900KA2015PTCO84709

Offer Letter

26th May 2022

To,
Supraja B,
Bangalore.

Dear Supraja,

With reference to your application and subsequent discussions & interview, we have pleasure in offering you an appointment in our Company as **Media Analyst** with the following terms and conditions.

1. Date of Appointment
Your appointment is effective from **01st Jun 2022**

2. Salary (on a Cost To the Company basis)
Your salary on a cost to the company (CTC) basis will be as per the details herein enclosed under **Annexure I**

3. Tax Implications on Salary
You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes

4. Probation and Confirmation
You will be initially on a probation period of six (6) Months from the time of joining. At the end of the probation period you will be reviewed for performance on respective areas and based on your performance review results you will receive a confirmation letter. Only on receiving a confirmation letter from the company will your status be regarded as changed from probation to a confirmed employee. Just a passing of time will not confirm automatic status as a confirmed employee. The period probation may be extended by the company keeping in view your performance and based on Company policy.

5. Salary Review
Salary review will be done as per the Company Policy. Upon confirmation of employment, after the probation period, the employee will be eligible for annual compensation review subject to and on the basis of performance.

6. Leave and Holidays
You will be eligible for leaves & holidays as per the company Policy.
Your absence without notification would entail automatic loss of your lieu on job without any notice and information by the management.

7. Other Work

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the company without permission in writing from **Sandeep Sankhla**- Managing Partner.

8. Responsibilities

In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

9. Working Hours:

Normal working hours of the company is 9.00am to 6.00pm, Monday to Friday including 30 minutes lunch break and 15 minutes tea break. It may change based on client engagement.

10. Statutory Benefits and Deductions:

You may be eligible for all statutory benefits provided by the Company from time to time and the same may be deducted from your salary as per government policy.

11. Transfer and Deputation

You are liable to be transferred in such capacity as the Company may from time to time determine to any other location in India or abroad, department, establishment, sister company or branch of the company without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations. You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them. You will be governed by the rules and regulations in these regards as may be applicable to you from time to time. You will have to execute Service/Confidentiality and Non Disclosure agreement, as may be required to protect the interest of the Client and the Company.

12. Confidential Information

You will not at any time without the consent of the Managing Partner of the Company, disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confined to you or become known to you in the course of your service or otherwise.

13. Company Policies

You agree to abide by the rules, regulations, instructions, personnel policies and the policies of the Company including its Code of Conduct and any change thereof, which may be adopted by the Company from time to time.

14. Change in Personal Details

You will keep the Company informed of any change in your residential address and/or any other important detail that may occur during the course of your engagement with the Company.

15. Conflict of Interest

It is intended to avoid conflict between your interest as an employee, and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' arises in future, you will promptly report of the same to the management of the company.

Noted below are a few examples of Conflict of Interest:

a. For you or any dependent member of your family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market or the interest is not material.
b. For you or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the Company or any affiliate or to any.
c. Company, firm or individual that is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
d. For you to serve as an officer, director or in any other management capacity or as a consultant to another company or organization doing or seeking to do business with the Company or an affiliate except with the knowledge and consent of management of our Company.
e. For you to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the Company, which might be prejudicial to the interest of our Company
f. For you or any dependent member of your family to accept commission, a share in profits or other payments, loans (other than with established banks or financial institutions), services, excessive entertainment and travel or gifts or more than nominal value from any individual or organization doing or seeking to do business with the Company.

16. Protection of Interest

If you conceive or develop any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

17. Intellectual Property

You agree that all inventions, improvements, developments and/or discoveries (whether or not patentable), and all works of authorship (whether or not copyrightable) (hereinafter collectively "Intellectual Property"), which you conceive of, create or make within the scope of your employment by the Company, whether solely or jointly with another or others, shall be the sole and exclusive property of the Company or its respective successors, assigns or nominees, as determined by the Company ("Owner"). You further agree that you shall promptly and fully disclose all such Intellectual Property and shall execute, acknowledge and deliver, upon request of the Owner and without further compensation, either during or subsequent to your employment, all instruments which are desirable or necessary to prosecute an application for and to acquire, maintain and enforce all patents, copyrights or registrations covering such Intellectual Property in all countries. Moreover, you hereby convey, assign and transfer your entire right, title and interest in and to such Intellectual Property to the Owner and otherwise agree to cooperate as necessary to perfect the Owner's rights and ownership therein.

18. Confidentially Agreement

At the time of joining, you will be required to sign Confidentiality Agreement and Non- Disclosure Agreement.

19. Past Record

If any declaration given or furnished by you to the Company proves to be false if you are found to have willfully suppressed any material information, in such a case, you will be liable to removal from service at any time without any notice.

20. Service Rules

Your services shall be governed by the Rules & Regulations of Tagfact Services Pvt Ltd implied or notified and also any instructions that may be notified from time to time. In case of any dispute, the court of Civil shall have the execute jurisdiction.

Any grievances, application of leave or improvement strategy should be immediately brought to the notice of the Reporting Manager or the Management by the way of a written document.

21. Retirement

The retirement age is 58 years.

22. Notice Period

This contract of employment is terminable by either party by serving a notice period of 60 days. The company also reserves the right to pay or recover salary in lieu of notice period subject to completion of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee and Project Manager failing which the relieving date may be extended. The relieving date may also be extended incase the project is at a critical juncture. The Company may also at its discretion relieve an employee from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof if such termination is for ethical/moral grounds.

The notice period will be termed from the date of submission of a formal, signed hard copy of resignation letter to the reporting Manager and a copy to HR.

During the probation period or during your employment , if company wishes to terminate the employee's services due to non-performance, negligence and not been able to carry out the work assigned, non- adherence of code of conduct of the company or any other reason the company have right to terminate the employee with immediate effect without issuing any notice period

23. On Separation

In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Tagfact Services Pvt Ltd's Client/Customer organizations, without a written consent from Tagfact Services Pvt Ltd for a period of one year from the date of your separation. On termination of this contract, you will immediately handover, before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items.

You will be responsible for safe keeping, dealing with utmost honesty and professional ethics, and return in good condition and order all the properties of the Company, including but not limited to any money, material and/or documents, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess and recover the damages of all such material from you and take such other action as it deems proper in the event of your failure to account for such material or property to the Company's satisfaction. If you are found guilty at any point of time of moral turpitude or dishonesty in dealing with Company's properties, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding any other terms and conditions mentioned herein. Upon separation from the Company, you are required to immediately return to the Company before you are relieved, all Company properties (correspondences, specifications, formulae, books, documents, or records, data, machines etc.,) belonging to the Company or relating to its business and shall not make or retain any copies of these items

The employment may also be terminated notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation

a. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.

b. For loss of confidence in you by the company for any of the act committed by you.

c. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

d. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.

e. If you commit any act prejudicial to the continuing good relationship between you and the company.

f. If you become physically incapacitated for the performance of your duties.

g. If you commit breach of any of the terms of this letter of appointment.

h. If your attendance to work is found to be poor & absence from work when a leave applied is not approved by the reporting manager.

Upon separation from the Company you will not refer existing / previous associates / clients/ client information of the Company to others outside of the Company under any circumstances.

24. Submission of Certificates and Photographs

At the time of joining, you are requested to submit all relevant documents as mentioned in **Annexure II.**

Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions contained therein.

Wish you all the best and welcome you to Tagfact.

For **Tagfact Services Pvt Ltd.,**

SANDEEP SANKHLA
Digitally signed by SANDEEP SANKHLA
Date: 2022.05.26 11:09:13 +05'30'

Sandeep Sankhla
Managing Partner

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Date _____

Full Name …….

Signature ……...

Tagfact Services Pvt Ltd
#5, 10th Cross, Siddaiah Rd,
Wilson Garden, Bangalore – 560-027
India
CIN : U74900KA2015PTCO84709

Annexure – I

Compensation Break up of Ms. Supraja B

COMPENSATION STRUCTURE (All Figures in INR)		
Components	**Monthly**	**Annual**
Basic	14250	171000
House Rent Allowance	7125	85500
Special Allowances	2959	35511
Statutory Bonus	1187	14244
Total Gross Salary	**25521**	**306255**
Employer Provident Fund (PF) @ 12% cap to INR 1800/-	1710	20520
Gratuity as per Act	685	8225
Total Statutory Contributions	**2395**	**28745**
Medical Insurance Premium	583	7000
Cost to Company (CTC)	**28500**	**342000**

*All Statutory deductions as per Government policy
*Annual Statutory Bonus paid monthly.

For **Tagfact Services Pvt Ltd.,**

SANDEEP SANKHLA
Digitally signed by SANDEEP SANKHLA
Date: 2022.05.26 11:09:46 +05'30'

Sandeep Sankhla
Managing Partner

Acceptance

Name:_____ Signature:_____ Date _____

Annexure II

Sl.#	Document Name	Yes	No	Remarks
1	Resume			
2	**Educational Certificates**			
	School Leaving / 10th			
	12th / Diploma/ Equivalent			
	Graduation –Convocation/ Provisional			
	All Semester Marks card			
	Post Graduation – Convocation/ Provisional			
	All Semester Marks card			
3	**Certifications (If Any)**			
	1			
	2			
	3			
4	**Relieving letter**			
	1			
	2			
5	**Experience Letter**			
	1			
	2			
6	Offer Letter from Previous Organization			
7	Salary Slips for the Last 3 months			
8	Bank Statement of last 6 months			
9	**Address Proof & ID Proof**			
a	Passport Copy (All Non Blank Pages)			
b	Rental Agreement			
c	Aadhar Card Copy			
d	Driving License			
e	Pan Card			
f	Voters ID card			
g	Any Other Proof as specified by the Govt			
10	4 Passport Size Photographs and 2 Stamp Size in White Background			

JOIN Ventures

igp.com Interflora the flower experts

JVSPL/HR/2022/Apr/20-02
April 20, 2022

Ms. Simrah Khan
Contact No.: 6204265239
Email: simraahkhan@gmail.com

Sub: Job Offer letter for the position of **E-commerce Catalog Executive.**

Dear Simrah,

With reference to your job application and subsequent interview with us we are pleased to offer you the position of **E-commerce Catalog Executive** at our Mumbai Office, as per mutually agreed terms & conditions.

1. This offer is provisional in nature and a formal letter of appointment shall be issued to you upon your joining duties on or before **Monday, 13th June 2022,** and satisfactory completion of the joining formalities.

2. The overall CTC offered to you is **INR 3,75,916/- (Rupees Three Lac Seventy Five Thousand Nine Hundred Sixteen Only)** this offer of employment with Join Ventures is subject to the successful verification of information provided by you. **The detailed salary structure is given in Annexure-1 for your reference.**

3. You will be required to produce following original documents at the time of joining for our verification and return to the HR Dept.;

a) Experience Certificate & Relieving Letter from all your previous employers.

b) Salary slips or salary certificate from most recent employer

c) Proof of Academic Qualification (Class 10th Equivalent and above):

d) 10th & 12th Marksheet

e) Undergraduate / degree mark list and degree certificates

f) Post-graduation mark list and degree certificates (if any)

g) Other qualifications - mark lists and certificates (if any)

h) Proof of identity i.e., Aadhar Card, PAN card, driving license, Etc.

i) Photographs (3 copies)

j) Bank Account Proof (Passbook/Cancel Cheque)

4. The management reserves the right to withdraw the said offer in case your background verification report comes negative and if any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining.

For **JOIN VENTURES SOLUTIONS PVT. LTD.**

Ashish Tandon
Vice President – HR

Candidate Signature

Annexure – 1

Name	Simrah Khan		
Designation	E-commerce Catalog Executive		
Dept	Marketing		
Location	Mumbai Office		
Business Unit	Corporate		
Company Name	Join Ventures Solutions Pvt. Ltd.		
		Monthly	**Annually**
Particulars		**Amount (Rs.)**	**Amount (Rs.)**
Earnings			
Basic Salary		15,100	181,200
HRA		7,550	90,600
Special Allowance		7,350	88,200
	Gross Salary	**30,000**	**360,000**
Deductions			
Employer's Contribution to Gratuity *		726	8,716
GMC & GPAI		600	7,200
	Total CTC	**31,326**	**375,916**

CTC in Words - **Rupees Three Lac Seventy Five Thousand Nine Hundred Sixteen Only**

** Gratuity shall be payable as per The Payment of Gratuity Act 1972.*

Ashish Tandon
Vice President – HR

Candidate Signature

BRANE

Letter of Offer

17th November 2023

Dear **Ms. Bhumika Shandilya,**

Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of **"Associate Process Leader"** at Brane Services Private Limited (hereinafter referred to as "Brane" or "Organization")

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it** and **acceptance of the same on or before 18th November 2023,** failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on **20th November 2023** failing which this Offer stands terminated**.**

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines**.**

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion**.** Your total C.T.C will be **Rs. 7,70,000/-** and the monthly emoluments before deductions will be **Rs. 61,132/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a "Code of Conduct, Non-Conflict and Confidentiality Agreement" of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

Documentation

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income ta declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

Probation

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

Termination

Your employment with the Organization can be terminated by either party:

a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.

b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.

c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

i) Administering and maintaining Brane's personnel records.

ii) Paying and reviewing salary and other remuneration and benefits.

iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).

iv) Undertaking performance appraisals and reviews and setting performance targets.

v) Maintaining sickness and other absence records.

vi) Taking decisions as to your fitness for work.

vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.

viii) Providing information to future purchasers of Brane or of the business in which you work; and

ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with leadership@braneServices.com

.

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,
for **Brane Services Private Limited**

Raghava Avvari
HR Head

ANNEXURE-I

1. **Working hours and Work Timings:**

   The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. **Leaves:**

   You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

3. **Background Verification:**

   All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

BRANE

CTC Per Annum	**7,70,000**
Monthly CTC	**64,167**

Annexure - A		
Name: Bhumika Shandilya		
Role: Associate Process Leader	**DOJ: 20th November 2023**	
Location: Hyderabad		
A) Monthly Salary Components	**INR P.M.**	**INR P.A.**
Basic	25,667	3,08,004
House Rent Allowance	10,267	1,23,204
LTA	2,547	30,566
Special Allowance Per Month	22,651	2,71,811
Monthly emoluments before deductions: (A)	**61,132**	**7,33,585**
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,235	14,815
Total(B)	**3,035**	**36,415**
COST TO ORGANIZATION (A+B)		**7,70,000**

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.
* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Authorized Signatory

Accepted

Name & Signature:

Date:

Brane Services Private Limited
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad, Rangareddi TG-500081

SEVENTH SENSE
Talent Solutions

Job Offer Letter

19th July 2022

Dear Sahana S,

We are delighted to extend an offer to you for the position of **Campus Relationship Manager** at Seventh Sense Talent Solutions. Your official start date will be 19th August 2022, and this will be a full-time position with a probationary period of six months.

Your comprehensive compensation package includes an annual salary of Rupees Three Lakhs & Ninety Thousand per annum along with benefits aligned with our company policy.

Kindly signify your acceptance of this offer by signing and returning this letter at the earliest. Should you require any clarification or have queries, please do not hesitate to contact us.

We eagerly await your confirmation and look forward to your valuable contributions to our organization.

Warm Regards,

Bharath Naidu
HR Manager

#4, 1st floor 23rd A, 10th Main Rd, 2nd Phase, J. P. Nagar, Bengaluru, Karnataka 560078

Advanced Physiotherapy Center



Dr. Sahana Ravindra

Physiotherapist

Emp Code: APC - 021

Issuing Authority

Scanned with CamScanner

DR. SANGITA ADHIKARI PT

Consultant Physiotherapist

AKANKSHA HOSPITAL

Gotanagar, Guwahati, Assam

8095057705

sangitaadhikari92@gmail.com

hospitalakansha@gmail.com

curolive
INSPIRING LIVES

LETTER OF APPOINTMENT

Dear
Tej Swaroop,

Welcome to CUROLIVE AQUATIC THERAPY CENTRE. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 10th December 2022. As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 14,000/- (FOURTEEN THOUSAND ONLY) indicates cost to company regulations.

You shall receive your payment before 10th of every month. Timing will be from 09:30 AM to 06:00 PM.

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from 10th December 2022.

We are looking forward to working with you.

Drs 7 MAIYA MULTISPECIALITY HOSPITAL LLP

To

K Lehya,

Subject: Offer letter for Employment

Dear

K Lehya,

Drs 7 maiya multispecialty hospital is pleased to offer you the position of consultant physiotherapist starting from 1st feb 2023. We are confident that your skills and experience will be a perfect fit for our clinic.

As discussed, the clinic timings will be from 9 AM to 5 PM. You will receive starting salary of 20,000 rupees per month. Your employment terms include full medical coverage for you and your dependent family, the employee benefits health plan will be effective from 13th Feb, 2023.

If you choose to accept our offer of employment, please sign and send the copy of this letter on or before 24th Jan 2022
Once we receive the acknowledgment, we will send you the employment forms and handbook which has all the details about our plans and policies.

If you have any query, please feel free to contact us.

Regards from- Drs 7 Maiya multidisciplinary hospital

K. Vinodh Kumar Jain

Drs 7 MAIYA MULTISPECIALITY HOSPITAL

34, 10th Main Road, 1st Block, Jayanagar, Bengaluru - 560 011
Phone : 080-26568978 / 26574599 / 26568858 / 41000980 / 8150077722 / 8150077733
Email : mmbdrs7@hotmail.com

DR. TECHI PUNAM

Physiotherapist

8119023978

techipuman@gmail.com

Itanagar, Arunachal
Pradesh 791111

AYANAMA PHYSIOTHERAPY

PHYSIO TATTV
enhancing liv
An Initiative of Cadabams – Brahm

Appointment Letter

Date: 25/07/2022

Sub: Letter of Appointment for the role of Residential Physiotherapist

Dear **Dr. Ambika K B**,

We are pleased to confirm your assignment as a full time ***Residential Physiotherapist*** for **Physiotattva- Enhancing Lives** subsidiary of **Cadabams Brahmbhatt Health Care LLP** in **J P Nagar branch, Bangalore**. Your Joining date will be: **27/07/2022**

The CTC for the said role will be ***INR 2.40 LPA*** + ***TA*** + ***Incentives***.

Over and above your salary, travel expense reimbursements will be borne by **Cadabams Brahmbhatt Health Care LLP**. There will be probation period of **06 months** & after that you will also be eligible for performance bonus.

To confirm the acceptance of this Appointment offer, you are requested to undersign this Appointment offer letter & submit self-attested copies of below mentioned documents. Also make sure that onginals of the documents are available with you at the time of submission

- Government approved ID Proof – Photocopy of Aadhar card.
- Educational Certificates – Original BPT 4th Year Marksheet.
- 2 passport size photographs – Yes.

Your employment with the Company will be subject to the detailed terms that are attached to this appointment letter as Annexure A ("Terms and conditions of Employment") which includes **a service bond for 12 months**. This letter (together with the Annexure A) shall hereinafter collectively be referred to as "the Agreement". Further, you will also be governed by the rules and regulations of the Company that may be modified from time to time, at the discretion of the Company.

For Employer:

Name: **Dr. Anup Brahmbhatt**

Director of Physiotattva

Name: **Sandesh Cadabams**

Director of Physiotattva

For Employee:

Employee Name: **Dr. Ambika K B.**

Date: 25/07/2022

+91-8951889653

Cadabambs Brahmbhatt Health Care LLP
280, 15th Cross Rd, 5th Phase,
KR Layout, Prasanti Nagar,
J.P. Nagar, Bengaluru,
Karnataka 560078

info@ph
www.ph

Scanned with CamScanner

Drs 7 MAIYA MULTISPECIALITY HOSPITAL LLP

To

Ayesha Shamshad,

Subject: Offer letter for Employment

Dear

Ayesha Shamshad,

Drs 7 Maiya multispecialty hospital is pleased to offer you the position of consultant physiotherapist starting from1st jan 2023. We are confident that your skills and experience will be a perfect fit for our clinic.

As discussed, the clinic timings will be from 9 AM to 5 PM. You will receive starting salary of 15,000 rupees per month. Your employment terms include full medical coverage for you and your dependent family, the employee benefits health plan will be effective from 13th Jan, 2023.

If you choose to accept our offer of employment, please sign and send the copy of this letter on or before 15th Dec 2022
Once we receive the acknowledgment, we will send you the employment forms and handbook which has all the details about our plans and policies.

If you have any query, please feel free to contact us.

Regards from- Drs 7 maiya multidisciplinary hospital

K. Vinoth Kumar Jain

Drs 7 MAIYA MULTISPECIALITY HOSPITAL

34, 10th Main Road, 1st Block, Jayanagar, Bengaluru - 560 011
Phone : 080-26568978 / 26574599 / 26568858 / 41000980 / 8150077722 / 8150077733
Email : mmbdrs7@hotmail.com

MEDFINE
HOSPITALS

Healthcare

Medical Service

Dr. ARSHIYA KHANUM

Consultant Physiotherapist

7022661278

arshiyak98@gmail.com

1ST STAGE, BTM LAYOUT

Date: 1st Sep 2022

Aditi
D/O Veerbhadra Rao
House no 119
Old Jewargi Road, Navajeevan Nagar
P & T Quarters
Gulbarga
Karnataka 585103

Re: Employment in Curis 360

Dear, Aditi

I am very pleased to offer your employment with the Curis 360 Physiotherapy Clinic as of 1st Aug 2022.

You will report to Dr. Ponkhi Sarmah (PT) in the position of Physiotherapist

Your responsibility is to:

- Do Physiotherapy Consultation and Treatment of patients
- Maintaining appointments and follow-ups and Patients Records
- Basic day-to-day operations of the Clinic during your shift
- Collecting payments from the Patients and maintaining the records

Yours is a full-time position which requires you to work Mon-Sat, 9 hours a day.

You agree to focus exclusively on the Foregoing role for the Clinic during your working hours.

The term of our offer and benefits currently provided by the Clinic are as follows:

1. You will be on **probation for 3 (Three) months** from the date of the offer letter. Upon satisfactory performance during the probation period, your services will be confirmed.

2. Your starting total emoluments will be Rs.1, 92,000 per anum. In addition, you will be eligible to get leave plans established by the Clinic for its employee from time to time

3. You will **strictly maintain confidentiality** about the Clinical Operations, Business model, Revenue information and anything related to the Clinic. You will also be truthful and honest to your employer. Breaching of these terms may lead to immediate separation of your employment without giving notice.

Detailed salary structure attached as Annexure A

4. To protect the interest of the clinic, you will need to sign the Clinic's standard employee invention Assignment, Confidentiality, and non-solicit/ non-compete Agreement (**Employee Agreement**) attached as Exhibit A as a condition of your employment. You represent that you are signing this offer letter, and the employee agreement with the clinic will not breach any agreement between you and your current or past employer.

5. While we look forward to a long and profitable relationship, employment can be terminated by us at any time, with a 1-month notice or salary in lieu thereof. At the end of the agreed term of employment, you may terminate the employment relationship by providing a 1-month non-negotiable notice to the Clinic. Experience and the relieving letter would be given only

Internal Use - Confidential

after completion of the 6th month of employment with the Clinic

6. Please sign the enclosed copy of this letter in the space indicated and return it to us. Your signature will acknowledge that you have read and understood and agreed to the terms and conditions of this offer letter and attached documents if any. Should you have anything else that you desire to discuss, please do not hesitate to call us.

We look forward to the opportunity to welcome you to the company.

Regards,

Ponkhi Sharma
Proprietor, Curis 360

Attachment:

Salary Structure – Annexure A.

I have read and understood this offer and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as part of my employment offer except as specifically set forth herein.

_____ Date Signed: _____

EXHIBITS: A- Employee Invention Assignment, Confidentiality Agreement, and Non-Solicit/Non-Compete Agreement

EXHIBIT A

Curis 360 Physiotherapy Clinic
EMPLOYEE INVENTION ASSIGNMENT, CONFIDENTIALITY AND NON-SOLICIT/NON-COMPETE AGREEMENT

In consideration of, and as a condition of my employment with Curis 360, I hereby represent to, and agree with the Clinic as follows:

1. **Purpose of Agreement**. 1 understand that the Clinic is engaged in a continuous program of research, development, production, and marketing in connection with its business and that it is critical for the Clinic to preserve and protect its "Proprietary Information" (as defined in Section 7 below), its rights in "Inventions" (as defined in Section 2 below) and in all related intellectual property rights. Accordingly, I am entering into this Employee Invention

Internal Use - Confidential

Assignment and Confidentiality Agreement (this *"Agreement")* as a condition of my employment with the Clinic, whether or not I am expected to create inventions of value for the Clinic

2. **Disclosure of Inventions.** I will promptly disclose in confidence to the Clinic all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (the *"Inventions")* that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

3. **Work for Hire, Assignment of Inventions, I** acknowledge and agree that any copyrightable works prepared by me within the scope of my employment are "works for hire" under the Copyright Act and that the Clinic will be considered the author and owner of such copyrightable works. I agree that all Inventions that (i) are developed using equipment, supplies, facilities, or trade secrets of the Clinic, (ii) result from work performed by me for the Clinic, or (iii) relate to the Clinic's business or current or anticipated research and development (the ***"Assigned inventions"),*** will be the sole and exclusive property of the Clinic and are hereby irrevocably assigned by me to the Clinic.

4. **Assignment of Other Rights:** In addition to the foregoing assignment of assigned inventions of the Clinic, I hereby irrevocably transfer and assign to the Clinic (i) all worldwide patents, patent applications, copyrights, mask works, trade secrets, and other intellectual property rights in any assigned Inventions; and (ii) any "Moral Rights" (as defined below) that I may have in or concerning any Assigned Inventions. I also hereby forever waive and agree never to assert any Moral Rights I may have in or concerning any Assigned Inventions, even after termination of my work on behalf of the Clinic. "Moral Rights" mean any rights to claim authorship of an Assigned Inventions, to the object to or prevent the modification or distribution of any Assigned Inventions, and any similar right, existing under the judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "Moral Right"

5. **Assistance**. I agree to assist the Clinic in every proper way to obtain for the Clinic and enforce patents, copyrights, mask work rights, trade secret rights, and other legal protections for the Clinic's Assigned Inventions in any country. I will execute any documents that the Clinic may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets, and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Clinic, provided that the Clinic will compensate me at a reasonable rate after such termination for time or expenses spent by me at the Company's request on such assistance.

6. **Proprietary Information.** I understand that my employment by the Clinic creates a relationship of confidence and trust concerning any information of a confidential or secret nature that may be disclosed to me by the Clinic that relates to the business of the Clinic or to the business of any parent, subsidiary, affiliate, customer or supplier of the Clinic or any other party with whom the Clinic agrees to hold information of such party in confidence (the ***"Proprietary*** Information"). Such Proprietary Information includes, but is not limited to, Assigned Inventions, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, customer lists, and domain names and specifically includes all information received from the Clinic

7. **Confidentiality**. At all times, both during my employment and after its termination, I will

Internal Use - Confidential

keep and hold all such Proprietary Information in strict confidence and trust. I will not use or disclose any Proprietary Information, trade secrets, and Business development plans/ ideas without the prior written consent of the Clinic, except as may be necessary to perform my duties as an employee of the Clinic for the benefit of the Clinic. Upon termination of my employment with the Clinic, I will promptly deliver to the Clinic all documents and materials of any nature about my work with the Clinic. **I will not take with me any documents or materials or copies thereof containing any Proprietary Information**.

8. **No Breach of Prior Agreement. I** represent that my performance of all the terms of this Agreement and my duties as an employee of the Clinic will not breach any invention assignment, proprietary information, confidentiality, or similar agreement with any former employer or other parties

9. **Third-Party Information. I** recognize that the Clinic has received and in the future will receive from third parties, including but not limited to, Curis 360 their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purpose s. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party.

10. **Efforts; Duty Not to Compete**. I understand that my employment with the Clinic requires my undivided attention and effort during normal business hours. While I am employed by the Clinic, I will not, without the Clinic's express prior written consent, provide services to, or assist in any manner, any business or a third party that competes with the current or planned business of the Clinic.

11. **Notification.** 1 hereby authorize the Clinic to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder

12. **Non-Solicitation of Employees/Consultants/Franchisees**. During my employment with the Clinic and for a period of Eighteen (18) months thereafter, I will not directly or indirectly solicit away employees, consultants, or Sub-Franchisees of the Clinic, Curis 360, or their associates for my benefit or the benefit of any other person or entity.

13. **Non-Solicitation of Suppliers/Customers**. During my employment with the Clinic and at all times after the termination of my employment, 1 will not directly or indirectly solicit or take away suppliers or customers of the Clinic

14. **Name & Likeness Rights.** I hereby authorize the Clinic to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any form of media or technology now known or hereafter developed (including, but not limited to, film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Clinic deems necessary.

15. **Injunctive Relief.** I understand that in the event of a breach or threatened breach of this Agreement by me the Clinic may suffer irreparable harm and will, therefore, be entitled to injunctive relief to enforce this Agreement

16. **Governing Law, Severability.** This Agreement will be governed by and construed by the laws of India, without giving effect to that body of laws about conflict of laws. If any provision of this Agreement is determined by any court or arbitrator of competent jurisdiction

Internal Use - Confidential

to be invalid, illegal, or unenforceable in any respect, such provision will be enforced to the maximum extent possible given the intent of the parties hereto. If such clause or provision cannot be so enforced, such provision shall be stricken from this Agreement and the remainder of this Agreement shall be enforced as if such invalid, illegal or unenforceable clause or provision had (to the extent not enforceable) never been contained in this Agreement. Notwithstanding the foregoing, if the value of this Agreement based upon the substantial benefit of the bargain for any party is materially impaired, which determination, as made by the presiding court or arbitrator of competent jurisdiction, shall be binding, then this Agreement will not be enforceable against such affected party and both and both parties agree to renegotiate such provision(s) in good faith. This agreement will be subject to Bangalore Jurisdiction.

17. **Titles and Headings.** The titles, captions, and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. Unless otherwise specifically stated, all references herein to "sections" and "exhibits" will mean "sections" and "exhibits" to this Agreement

18. **Entire Agreement**. This Agreement and the documents referred to herein constitute the entire agreement and understanding of the parties concerning the subject matter of this Agreement and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto concerning the specific subject matter hereof.

19. **Amendment and Waivers.** This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of or modification of any obligation under this Agreement will be enforceable unless outlined in a writing signed by the party against which enforcement is sought. Any amendment effected by this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shalt constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived

20. **Successors and Assigns; Assignment**. Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators, and legal representatives. The Clinic may assign any of its rights and obligations under this Agreement. No other party to this Agreement may assign, whether voluntarily or by operation of law, any of its rights and obligations under this Agreement, except with the prior written consent of the Clinic

21. **Further Assurances.** The parties agree to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement

Signature of Employee:

Internal Use - Confidential

Establishment

Employee



By: Curis 360

Name: Ponkhi Sarmah

Aditi

Title: Proprietor

Signature:

ANNEXURE A

SALARY STRUCTURE

Particular		Per Month	Per Annum
Basic Salary		10000	120000
House Rent Allowance		4000	48000
Conveyance Allowance		1000	12000
Medical Expenses Reimbursement		1000	12000
Total		**16000**	**192000**

Signature of the Employee:

Date:

Internal Use - Confidential

ELEVATE

PERFORMANCE



Catherine S Alex

SPORTS PHYSIOTHERAPIST

Blood Group : O +ve

Emergency contact : Suma

Emergency contact no :

+918042071041

Contact : 9035799395

Train@elevateperformlab.com

Scanned with CamScanner

ELEVATE

PERFORMANCE



Deeksha Naik

SPORTS PHYSIOTHERAPIST

Blood Group : A +ve

Emergency contact : Khushi

Emergency contact no :

+919945957029

Contact : 9035799395

Train@elevateperformlab.com

NABH NABL No.1

UNITED HOSPITAL
Care Par Excellence
Jayanagar, Bangalore

LETTER OF APPOINTMENT

Dear
Bhawana Giri,

Welcome to UNITED HOSPITAL. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 1ST DECEMBER 2022. As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 17,000/- (SEVENTEEN THOUSAND ONLY) indicates cost to company Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month. Timing will be from 02:30 PM to 09:30 PM. Alternate Sundays will be a working day. Two months' prior notice period is must

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from 1ST December 2022.

We are looking forward to working with you.

K. Vinodh Kumar Jain

UNITED HOSPITAL * Care Par Excellence Bangalore * UNITED BROTHERSS HEALTHCARE SERVICES PVT. LTD.

United Hospital
No.110 (30), Madhavan Park Circle, 10th Main Rd,
3rd Block Jayanagar, Bangalore - 560 011

T: 080 4566 6666

E: appointments@unitedhospital.in
W: www.unitedhospitals.com

To

Nasim Karami,

Subject: Offer letter for Employment

Dear Nasim Karami,

Drs 7 maiya multispecialty hospital is pleased to offer you the position of consultant physiotherapist starting from 7th Dec 2022. We are confident that your skills and experience will be a perfect fit for our clinic.

As discussed, the clinic timings will be from 9 AM to 5 PM. You will receive starting salary of 20,000 rupees per month. Your employment terms include full medical coverage for you and your dependent family, the employee benefits health plan will be effective from 7th December, 2022.

If you choose to accept our offer of employment, please sign and send the copy of this letter on or before 1st Dec 2023.

Once we receive the acknowledgment, we will send you the employment forms and handbook which has all the details about our plans and policies.

If you have any query, please feel free to contact us.

Regards from- Dr 7 maiya multidisciplinary hospital

Drs 7 MAIYA MULTISPECIALITY HOSPITAL

K. Vinodh Kumar Jain

UNITED HOSPITAL
Care Par Excellence

LETTER OF APPOINTMENT

Dear
Rachana R,

Welcome to UNITED HOSPITAL. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 1ST jan 2023, As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 20,000/- (twenty THOUSAND ONLY) indicates cost to company Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month. Timing will be from 02:30 PM to 09:30 PM. Alternate Sundays will be a working day. Two months' prior notice period is must.

You are signing this appointment letter confirming your acceptance of the terms and conditions of company and that you would be joining from 1ST Jan, 2023.

We are looking forward to working with you.

K. Vanitha Kumar

UNITED HOSPITAL
Unit of UNITED BROTHERS HEALTHCARE SERVICES PVT. LTD.
Care Par Excellence
Bangalore

LETTER OF APPOINTMENT

Dear
Preethi AN,

Welcome to UNITED HOSPITAL. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 1ST JANUARY 2023. As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 17,000/- (SEVENTEEN THOUSAND ONLY) indicates cost to company Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month. Timing will be from 09:00 AM to 06:00 PM. Alternate Sundays will be a working day. Two months' prior notice period is must.

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from 1ST January 2023.

We are looking forward to working with you.

K. Vinodh Kumar Jain

UNITED HOSPITAL Care Par Excellence Bangalore

Dr. VISHAKHA JAISWAL

Consultant Physiotherapist

7766872040

Patna, Bihar 800022

R.R. VIVA MEDICAL CENTRE
UNIT OF R.R. HOSPITAL

42, Subhash Chandra Bose Road, Minhaj Nagar, Banashankari 2nd Stage, Bangalore - 70.
Ph.: 080-2666 6167, Mob.: 99727 98072, E-mail : rrvivamedical2013@rediffmail.com

touching lives with care...

To

Spoorthy R,

Sub: Letter of offer of employment with R.R VIVA MEDICAL CENTER ("Employment Letter").

We are pleased to offer you, Spoorthy R ("You/Your/Employee") employment, for the position of Consultant Physiotherapist with R.R VIVA MEDICAL CENTER. Upon Your joining which is effective from 16th Nov 2022, you will have to accept the 'Company Terms and Conditions' and 'Confidentiality Agreement' in writing to confirm and accept Your employment with Us.

- **You will be initially on a 6 (Six) month probation period from your joining date;**
- **The Initial 2 (Two) month of your probation period will include an 'Apprenticeship program' which costs INR 60,000/- (inclusive of Taxes). As discussed, we shall not be charging you for this 'Apprenticeship Program' as this would be an investment made by the Company in consideration for a minimum engagement/employment period of 1 (One) year from the end of the probation period;**
- **If you are based outside Bangalore, and are relocating to Bangalore, the Company shall pay you a stipend of Rs. 20,000/- month to cover for moving and living expenses for the first 2 (Two) months;**
- **Post the 'Apprenticeship Program' you will be paid a salary of Rs. 20,000/- per month. Any further revision of salary will be based on your performance at the end of the probation period (6 months);**
- **• Post the 'Apprenticeship Program' (2 months), if you decide to resign/quit and/or your employment is terminated due to breach of employment terms, within the subsequent 16 Strictly Private and Confidential Page 2 (Eighteen) months, you expressly agree to pay the Company INR 60,000/- as payment towards the training conducted in the 'Apprenticeship Program'; and**
- **Any breach of the above-mentioned terms shall attract legal action, wherein the cost and consequence shall be borne by you.**

Kindly sign the Offer Letter, confirming Your acceptance, and return it to Us within 4 (Four) days failing which the offer shall be deemed have to been withdrawn.

Further, please note that We reserve the right to withdraw the offer made to You, before Your acceptance of the same, without providing any reasons to You. This offer is subject to background checks conducted on you by us.

R.R. VIVA MEDICAL CENTRE
#42, Subhash Chandra Bose Road,
Minhaj Nagar, Banashankari 2nd Stage
BANGALORE - 560 070

UNITED HOSPITAL
Care Par Excellence

LETTER OF APPOINTMENT

Dear
Riweka Gupta,

Welcome to UNITED HOSPITAL. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 15th DECEMBER 2022, As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 17,000/- (SEVENTEEN THOUSAND ONLY) indicates cost to company Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month. Timing will be from 12:30 PM to 08:30 PM. Alternate Sundays will be a working day. Two months' prior notice period is must.

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from 15th December 2021.

We are looking forward to working with you.





PhysioEXPERT

Orthopedic & Neuro Care

Dr. Rishab Jain
Dr. Prateep Paul

+91 9900967906
+91 9101551773

www.physioexpert.org

252/2 Kanakapura Rd, Jayanagar
7th Block ,Bangalore Karnataka
560070

Scanned with CamScanner



PhysioEXPERT

Orthopedic & Neuro Care

Dr. Rishab Jain
Dr. Prateep Paul

+91 9900967906
+91 9101551773

www.physioexpert.org

252/2 Kanakapura Rd, Jayanagar
7th Block ,Bangalore Karnataka
560070

Scanned with CamScanner

Dr. PRASANNA B.K.P., M.D.,
Consultant Pathologist

ಸ್ಪಂದನ ಡಯಾಗ್ನೋಸ್ಟಿಕ್

Mobile : 77330 09961
99019 83838

SPANDHANA DIAGNOSTIC

No. 155, J.C. Extension, Kanakapura - 562 117, Ramanagara Dist.
Phone: 080-2752 2218 E-mail: spandhanadiagnostic@gmail.com

DATE: 27th November 2022

Dear

Pooja Kothari,

We are pleased to confirm your assignment as the full time RESIDENTIAL physiotherapist for SPANDHANA DIAGNOSTIC IN J.C Extension, kanakapura in Bangalore. Your joining date will be 12th December 2022.

The CTC for this role will be INR 20,000 thousand per month + incentives

Over and above your salary, travel expenses reimbursement will be done by SPANDHANA DIAGNOSTIC. There will be probation period of 6 months and after that you will also be eligible for performance bonus.

To confirm the acceptance of this appointment offer, make sure that originals of the documents with you at the time of submission

- Government approved ID proof
- Educational certificates
- 2 passport size photos

If any enquiry please contact us.

SPANDHANA DIAGNOSTIC
No. 155, Near Kanaka Hospital
J.C. Extension
Kanakapura - 562 127
Ramanagara Dist

#312, 10th Block, Anjanapura Layout Further Extension, Lal Bahadur Shastri Nagar, 80 Feet Road, Bengaluru – 560108, Karnataka, India

To

Hamsa DN,

Sub: Letter of offer of employment with RECOUP HEALTH (“Employment Letter”).

We are pleased to offer you, Hamsa DN (“You/Your/Employee”) employment, for the position of

Physiotherapist with RECOUP HEALTH. Upon Your joining which is effective from 1st Feb 2023, you will have to accept the ‘Company Terms and Conditions’ and ‘Confidentiality Agreement’ in writing to confirm and accept Your employment with Us.

- You will be initially on a 3 (Three) month probation period from your joining date;
- The Initial 2 (Two) month of your probation period will include an ‘Apprenticeship program’ which costs INR 60,000/- (inclusive of Taxes). As discussed, we shall not be charging you for this ‘Apprenticeship Program’ as this would be an investment made by the Company in consideration for a minimum engagement/employment period of 1 (One) year from the end of the probation period;
- If you are based outside Bangalore, and are relocating to Bangalore, the Company shall pay you a stipend of Rs. 20,000/- month to cover for moving and living expenses for the first 2 (Two) months;
- Any breach of the above-mentioned terms shall attract legal action, wherein the cost and consequence shall be borne by you.

Kindly sign the Offer Letter, confirming Your acceptance, and return it to Us within 4 (Four) days failing which the offer shall be deemed have to been withdrawn.

This offer is subject to background checks conducted on you by us.



Authorized Signature

Sagar
Hospitals-DSI
Banashankari, Bangalore



Lavanya C

Emp. No. : BSK3094
Blood Group : O+ve
Emergency : 4299 9999

Signature

Issuing Authority

SANTOSH HOSPITAL

#6/1, Promenade Road, Behind Coles Park,Bangalore-560 005

Syed Farooq



Consultant
Physiotherapist

EMP NO: SH/PHYSIO/CON/00110

Medical Director

Scanned with CamScanner

Sri Krishna Tower, 5/349A-5, Trichy Rd,

8848155728

Sri Chaitanya Physiotherapy Clinic

SHRI CHAITANYA
Physiotherapy & Pain Management Clinic
Getting You Better, Faster.

DR. DEESHMA M PT

Physiotherapist

InstaVeritas

15/Sep/2022

Dear Annapurna J L,

Instaveritas is a leading employee background verification company. Our client, **Nightingales**, has requested us to conduct a background check.

CODE: NHS3761239P

Please call or SMS the code **NHS3761239P** on these numbers 9599073976, 9599680332 urgently

हमें ऊपर लिखा कोड इस नंबर पर फोन या SMS करें **9599073976, 9599680332**

We thank you for your cooperation.

Thanking You
Yours Sincerely
From Instaveritas India Pvt. Ltd.

INSTAVERITAS INDIA PVT. LTD. NEW DELHI

Senior Investigator

Instaveritas India Pvt. Ltd.
4th Floor , Tower B , Tapasya Corp Heights Plot Number 5 EFGH, Noida-Greater Noida Expressway, Sector 126, Noida, Uttar Pradesh 201303
Phone : +91 120 4141020
www.instaveritas.com

Scanned with CamScanner



PUJITHA

PHYSIOTHERAPIST

EMP ID NO: VS5037

VESOMA

Fitness • Rehabilitation • Sports Medical Center

Scanned with CamScanner

Biocon Biologics
Transforming Healthcare. Transforming Lives.

Biocon Biologics Limited
(Formerly known as Biocon Biologics India Limited)
CIN: U24119KA2016FLC093936
Biocon House, Tower - 3, Semicon Park
Electronic City , Phase - II, Hosur Road
Bengaluru 560100, India
T: +91 080-6775 6775, F: +91 080-6775 1030
E: ContactUs.BBL@biocon.com
www.biocon.com

Ref. : HRD/BBL/2022-23/10105784
Date : Jun 20, 2022

Mr. KRISHNA KARTHIK NERALLA,
,SF-5, Sai Krishna Splendour, Gokul nagar,,
Doddakallasandra,Bangalore,
Bangalore - 560062,
Karnataka,
India.

Dear Mr. KRISHNA KARTHIK NERALLA,

Subject: Letter of Appointment

With reference to the interview you had with us, we are pleased to offer you the following position in BIOCON BIOLOGICS LIMITED [the 'Company'], on the following terms & conditions:

Date of Appointment	:	Your appointment will be effective from Jun 20, 2022
Level	:	3
Designation	:	EXECUTIVE
Department	:	QC INSULIN
Reporting	:	You shall report to ASSOCIATE MANAGER, QC INSULIN or such other person(s) as may be designated by the Company from time to time.

Your appointment shall be governed by the following terms:

1. You will be on probation for a period of 06 Months commencing from the Date of Appointment, as above mentioned. On completion of the said probation period and at the sole and absolute discretion of the Company, your employment with the Company may be confirmed by the Company by issuing a confirmation letter, provided your conduct and work has been to the satisfaction of the Company. The said confirmation shall also be subject to availability of suitable opening and such other factors as may be considered relevant by the Company from time to time.

2. Your emolument and leave benefits shall be as per enclosed Annexure. Further, your entitlement to Provident Fund and Gratuity shall be in accordance with the prevailing Company policies and the applicable laws.

3. You will be entitled for E.S.I. benefits if you are eligible as per the applicable laws.

4. The official working hours of the Company are from 0815 Hrs. to 1615 Hrs. with a lunch break of half-an-hour, on a six day week basis. You will be required to adhere to these timings. The office timings may undergo change at the Company's sole discretion.

BIOCON BIOLOGICS LIMITED * BANGALORE *

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Celegence Offer Proposal - Lalbiakdiki - Junior Associate

Venkatagiri Bhanu Prakash <vprakash@celegence.com> Fri, May 20, 2022 at 7:09 PM
To: "lalbiakdikichenhrang88124@gmail.com" <lalbiakdikichenhrang88124@gmail.com>
Cc: Savitha K P <savithakp@dayanandasagar.edu>, "Smiline Arokya Pradeepa.J" <spradeepa@celegence.com>

Dear Lalbiakdiki,

Congratulations! I am pleased to confirm that we would like to make an offer.
Position: - **Junior Associate**
Cost to the company: **2,80,000 INR per annum**

Start date : Kindly confirm start date

celegence

CONFIDENTIAL

COMPENSATION BREAKUP

Name: Lalbiakdiki
Desig: Junior Associate

A	**MONTHLY SALARY**	Rs./Ps.
1	Basic	14,000
2	Dearness Allowance	1,050
3	House Rent Allowance	4,433
4	Bonus	525
	SUB TOTAL	***20,008***
B	**ANNUAL REIMB. & ALLOWANCES (PAYABLE MONTHLY)**	
1	Children Educational Allowance	400
2	Leave Travel Assistance	933
3	Special Allowances	186
	SUB TOTAL	***1,519***
	GROSS (A + B)	**21,527**
C	**BENEFITS**	
	Company contribution towards PF	1,806
	MONTHLY GROSS (*including Company contribution towards PF***)**	**23,333**
	Annual Total	**2,80,000**

Notes:

a. Coverage Under Personal Accident for Self

b. Coverage Under Group Hospitalization / Mediclaim Insurance for Self (Spouse & 2 Children, if married)

c. Compensation package is subject to TDS as per prevailing IT norms

d. Gratuity payable as per The Payment of Gratuity Act

I look forward to hearing back from you on your decision . Please confirm your acceptance for us to proceed further with release the offer of employment.

Regards
Bhanu
9606354748

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Celegence Offer Proposal - Pasupathy A - Junior Associate

Venkatagiri Bhanu Prakash <vprakash@celegence.com> Fri, May 20, 2022 at 7:03 PM
To: "pasupathypharma@gmail.com" <pasupathypharma@gmail.com>
Cc: Savitha K P <savithakp@dayanandasagar.edu>, "Smiline Arokya Pradeepa.J" <spradeepa@celegence.com>

Dear Pasupathy,

Congratulations! I am pleased to confirm that we would like to make an offer.
Position: - **Junior Associate**
Cost to the company: **2,80,000 INR per annum**

Start date : Kindly confirm start date

celegence

CONFIDENTIAL

COMPENSATION BREAKUP

Name: Pasupathy A
Desig: Junior Associate

A	**MONTHLY SALARY**	Rs./Ps.
1	Basic	14,000
2	Dearness Allowance	1,050
3	House Rent Allowance	4,433
4	Bonus	525
	SUB TOTAL	***20,008***
B	**ANNUAL REIMB. & ALLOWANCES (PAYABLE MONTHLY)**	
1	Children Educational Allowance	400
2	Leave Travel Assistance	933
3	Special Allowances	186
	SUB TOTAL	***1,519***
	GROSS (A + B)	**21,527**
C	**BENEFITS**	
	Company contribution towards PF	1,806
	MONTHLY GROSS (*including Company contribution towards PF***)**	**23,333**
	Annual Total	**2,80,000**

Notes:

a. Coverage Under Personal Accident for Self

b. Coverage Under Group Hospitalization / Mediclaim Insurance for Self (Spouse & 2 Children, if married)

c. Compensation package is subject to TDS as per prevailing IT norms

d. Gratuity payable as per The Payment of Gratuity Act

I look forward to hearing back from you on your decision . Please confirm your acceptance for us to proceed further with release the offer of employment.

Regards
Bhanu
9606354748

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Fw: Chegg India | Campus Recruitment Drive 2022

Chegg Campus Connect null <campusconnect@chegg.com> Tue, Apr 5, 2022 at 2:51 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hello,

Hope your students had wonderful time attending the drive as we had conducting it!

Thank you for extending uninterrupted support for the smooth conduction of the Campus Drive. We take immense pleasure in sharing the list of students who were the part of Chegg India's Campus Drive for the profile of "Subject Matter Experts".

Email	Final Status
nagaarjun5678@gmail.com	To be Onboarded
parikshit123hiremath@gmail.com	To be Onboarded
evansnbr@gmail.com	To be Onboarded
debarshipolley99@gmail.com	To be Onboarded
ananthvshedgeri@gmail.com	To be Onboarded
manasanarayan205@gmail.com	Onboarded
deepakbellikatti@gmail.com	To be Onboarded
pavithrat158@gmail.com	To be Onboarded
kankanwadisahara@gmail.com	To be Onboarded
aarthips32@gmail.com	To be Onboarded
ritwikmukh123@gmail.com	To be Onboarded
rohanhr13@gmail.com	To be Onboarded
aarthips32@gmail.com	To be Onboarded
radhikanigam11@gmail.com	To be Onboarded
vahgarnamar@protonmail.com	To be Onboarded
nagaarjun5678@gmail.com	To be Onboarded
harshiths317@gmail.com	To be Onboarded
manojsbala.03@gmail.com	To be Onboarded
aarthips32@gmail.com	To be Onboarded
aarthips32@gmail.com	To be Onboarded
yathish.basavaraju@gmail.com	To be Onboarded
incharasrin@gmail.com	Onboarded
radhikanigam11@gmail.com	To be Onboarded
vinay205797@gmail.com	To be Onboarded
vinay205797@gmail.com	To be Onboarded
urwashipriya2016@gmail.com	Onboarded
darshanar22052000@gmail.com	Onboarded
vidyakg262@gmail.com	To be Onboarded
rajeshnaidu1957@gmail.com	To be Onboarded
vinay205797@gmail.com	To be Onboarded

yashsiri18@gmail.com	To be Onboarded
darshanjhe@gmail.com	Onboarded
harshawale123@gmail.com	Onboarded
gsumedha2711@gmail.com	Onboarded
anushreejagadeesh133@gmail.com	Onboarded
vinay205797@gmail.com	To be Onboarded
radhikanigam11@gmail.com	To be Onboarded
eng18cs0286.subhramanya@gmail.com	Onboarded

Kindly inform your students that, all the information related to onboarding will be mailed on student's registered email id. Also, our team will soon connect with them on their registered mobile number. They will be getting their login credentials of the Chegg Portal and then they can start working as per their convenience.

Wishing all the students, All the Best for their new journey with Chegg!! See you Onboard!

Get…Set…Chegg!!

Prakriti Shrivastava | Campus Team

[M] 9560047051 [E] campusconnect@chegg.com

Chegg India Pvt. Ltd.

Expert Testimonials | Chegg Inc. | Chegg India

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Saturday, April 2, 2022 10:44 AM
To: Chegg Campus Connect null <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Prakriti,

It would be really useful for our documentation if you can share the complete selected list.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Fri, Apr 1, 2022 at 4:15 PM Chegg Campus Connect null <campusconnect@chegg.com> wrote:

> Hi Savitha,
>
> All the students who received the selection email, consider them selected.
>
> Regards,
> Prakriti

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Thursday, March 31, 2022 9:32 AM
To: Chegg Campus Connect null <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Prakriti,

Greetings of the day.

Looks like there are a few more students who have received the selected mail from you. apart from the list selected share by you. Kindly check and let us know the final selected list.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Tue, Mar 8, 2022 at 11:21 AM Chegg Campus Connect null <campusconnect@chegg.com> wrote:

> Hello,
>
> Hope your students had wonderful time attending the drive as we had conducting it!
>
> Thank you for extending uninterrupted support for the smooth conduction of the Campus Drive. We take immense pleasure in sharing the list of students who were the part of Chegg India's Campus Drive for the profile of "Subject Matter Experts".

Email	Final Status
incharasrin@gmail.com	Onboarded

urwashipriya2016@gmail.com	Onboarded
darshanar22052000@gmail.com	Onboarded
darshanjhe@gmail.com	Onboarded
harshawale123@gmail.com	Onboarded
gsumedha2711@gmail.com	Onboarded
anushreejagadeesh133@gmail.com	Onboarded
eng18cs0286.subhramanya@gmail.com	Onboarded

Kindly inform your students that, all the information related to onboarding will be mailed on student's registered email id. Also, our team will soon connect with them on their registered mobile number. They will be getting their login credentials of the Chegg Portal and then they can start working as per their convenience.

Wishing all the students, All the Best for their new journey with Chegg!! See you Onboard!

Get…Set…Chegg!!

Prakriti Shrivastava | Campus Team

[M] 9560047051 [E] campusconnect@chegg.com

Chegg India Pvt. Ltd.

Expert Testimonials | Chegg Inc. | Chegg India

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Tuesday, March 8, 2022 10:12 AM
To: Chegg Campus Connect null <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Prakriti,

Happy Women's Day.

Any updates on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Mon, Feb 28, 2022 at 10:38 AM Chegg Campus Connect <campusconnect@chegg.com> wrote:

Sure,

Will send you by this week.

Regards,
Prakriti

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Saturday, February 26, 2022 9:49 AM
To: Chegg Campus Connect <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Prakriti Shrivastava,

Greetings...

Can you kindly update us on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, Feb 23, 2022 at 9:48 AM Chegg Campus Connect <campusconnect@chegg.com> wrote:

Hello,

A gentle reminder for today's campus drive. Refer to the trailing email for all the details about the online drive.

Regards,

Prakriti Shrivastava

From: Chegg Campus Connect <campusconnect@chegg.com>
Sent: Tuesday, February 22, 2022 4:58 PM
To: Savitha K P <savithakp@dayanandasagar.edu>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

Dear Training and Placement Officer,

We hope your students are all set for Chegg's campus drive!

Here are the final details of the online campus drive:

Date – 23rd Feb 2022

Time – 11:00 AM Onwards

Mode- Online

Process- 1. Online Test (Subject test and Guidelines Test) → 2. Document Upload.

As we look forward to the event, we feel it is necessary to list out all instructions for this event.

We are confident that all participating students will abide by these.

NOTE - It shall be mandatory for all participating students to have softcopies of the following:

1. College ID Card
2. UG degree OR final semester marksheet in case of PG students and latest marksheet from college in case of UG students
3. Bank A/C details and PAN Card
4. Proof of Address (Any one of the three)- Driving Licence / Voter Id / Aadhar Card.

Online Test Details:

Online Test link - https://bit.ly/dayanandsagarbangalore

Q&A Expert Sign up | Online teaching jobs from home | Chegg India

Online teaching jobs that help you earn up to INR 1 Lac/month*. Become a Chegg Q&A expert and earn from the comfort of home. Signup free!

bit.ly

(Share the test link on the date of drive only)

Referral code for Online Test (Mandatory) - DAYAH12022

Video to play before starting Online Test- https://youtu.be/PTHmgYzRo-8

Important things to keep in mind during the test:

1. Average time to complete the Recruitment/Online Test process is 1 – 1.5 hours approx.
2. Do not refresh or skip while giving the test. Just wait in case the page is loading.
3. Students who pass subject test and guidelines test (only they) must upload the documents.
4. Students must upload their own documents and bank account details.
5. Students can upload their college id card or any college marksheet (of any recent semester).
6. Referral code is mandatory (given above).
7. Use Firefox (preferably).
8. In case the question is not visible, right click on the page and download.
9. Allow pop ups. Do not block them.
10. Refer to the JD attached for more details about the role.

*In case any student do not have any of the document and have passed the online test, they can apply for it and upload within 3 days.

Please feel free to write back in case of any query.

Prakriti Shrivastava | Associate – Expert Acquisition

9560047051| campusconnect@chegg.com | www.cheggindia.com

Expert Testimonials | Chegg Inc.| Chegg India

From: Chegg Campus Connect <campusconnect@chegg.com>
Sent: Tuesday, February 22, 2022 4:55 PM
To: Savitha K P <savithakp@dayanandasagar.edu>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

Sure Savitha,

Sending you the details shortly.

Regards,

Prakriti

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Tuesday, February 22, 2022 3:45 PM
To: Chegg Campus Connect <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Prakriti Shrivastava,

Greetings of the Day.

Just wanted to inform that as per the previous email conversation, we will be sharing the online test link with the registered students tomorrow morning. Kindly do the needful and update us accordingly.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Tue, Feb 15, 2022 at 4:58 PM Chegg Campus Connect <campusconnect@chegg.com> wrote:

> Dear Training and Placement Officer,
>
> *We hope your students are all set for Chegg's campus drive!*
>
> Here are the final details of the online campus drive:
>
> **Date – 23rd Feb 2022**
>
> **Time – 11:00 AM Onwards**
>
> **Mode-** Online
>
> **Process-** 1. Online Test (Subject test and Guidelines Test) → 2. Document Upload.
>
> *As we look forward to the event, we feel it is necessary to list out all instructions for this even*

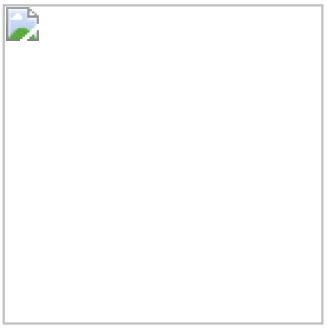
We are confident that all participating students will abide by these.

NOTE - It shall be mandatory for all participating students to have softcopies of the following:

1. College ID Card
2. UG degree OR final semester marksheet in case of PG students and latest marksheet from college in case of UG students
3. Bank A/C details and PAN Card
4. Proof of Address (Any one of the three)- Driving Licence / Voter Id / Aadhar Card.

Online Test Details:

Online Test link - https://bit.ly/dayanandsagar



Q&A Expert Sign up | Online teaching jobs from home | Chegg India

Online teaching jobs that help you earn up to INR 1 Lac/month*. Become a Chegg Q&A expert and earn from the comfort of home. Signup free!

bit.ly

(Share the test link on the date of drive only)

Referral code for Online Test (Mandatory) - DAYAH12022

Video to play before starting Online Test- https://youtu.be/PTHmgYzRo-8

Important things to keep in mind during the test:

1. Average time to complete the Recruitment/Online Test process is 1 – 1.5 hours approx.
2. Do not refresh or skip while giving the test. Just wait in case the page is loading.
3. Students who pass subject test and guidelines test (only they) must upload the documents.
4. Students must upload their own documents and bank account details.
5. Students can upload their college id card or any college marksheet (of any recent semester).
6. Referral code is mandatory (given above).
7. Use Firefox (preferably).
8. In case the question is not visible, right click on the page and download.
9. Allow pop ups. Do not block them.
10. Refer to the JD attached for more details about the role.

*In case any student do not have any of the document and have passed the online test, they can apply for it and upload within 3 days.

Please feel free to write back in case of any query.

Prakriti Shrivastava | Associate – Expert Acquisition

9560047051| campusconnect@chegg.com | www.cheggindia.com

Expert Testimonials | Chegg Inc.| Chegg India

From: Chegg Campus Connect <campusconnect@chegg.com>
Sent: Tuesday, February 15, 2022 4:47 PM
To: Savitha K P <savithakp@dayanandasagar.edu>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

Great!

Sending you the details shortly.

Regards,

Prakriti

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: Tuesday, February 15, 2022 4:43 PM
To: Chegg Campus Connect <campusconnect@chegg.com>
Subject: Re: Fw: Chegg India | Campus Recruitment Drive 2022

CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, we can do it.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Tue, Feb 15, 2022 at 4:31 PM Chegg Campus Connect <campusconnect@chegg.com> wrote:

> Hi Savitha,
>
> Can we do it on 23rd Feb, next week?
>
> Regards,
>
> Prakriti
>
> ---
>
> **From:** Savitha K P <savithakp@dayanandasagar.edu>
> **Sent:** Tuesday, February 15, 2022 4:29 PM
> **To:** Chegg Campus Connect <campusconnect@chegg.com>
> **Subject:** Re: Fw: Chegg India | Campus Recruitment Drive 2022
>
> CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Dear Prakriti,
>
> We have one drive already scheduled for 17th Feb. Give us a date in the coming week.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Tue, Feb 15, 2022 at 4:26 PM Chegg Campus Connect <campusconnect@chegg.com> wrote:

> Hi Savitha,
>
> Can we do the online campus drive on 17th Feb, this week?
>
> Regards,
>
> Prakriti
>
> ---
>
> **From:** Savitha K P <savithakp@dayanandasagar.edu>
> **Sent:** Tuesday, February 15, 2022 3:30 PM
> **To:** Chegg Campus Connect <campusconnect@chegg.com>; Guruvenkatesh M N <gm-cr@dayanandasagar.edu>
> **Subject:** Fwd: Fw: Chegg India | Campus Recruitment Drive 2022
>
> CAUTION: This email originated from outside of Chegg. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Dear Prakriti Shrivastava,
>
> Greetings from Dayananda Sagar Institutions.
>
> Kindly find attached the interested students details (all the courses) and do the needful.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

---------- Forwarded message ---------
From: **Guruvenkatesh** <dsi_placement@yahoo.com>
Date: Fri, Feb 11, 2022 at 1:41 PM
Subject: Fw: Chegg India | Campus Recruitment Drive 2022
To: Savitha K. P. <savithakp@dayanandasagar.edu>
Cc: Nagesh P. <placement@dayanandasagar.edu>, Ramesh Babu <placementdsatm@gmail.com>, M. N. Guruvenkatesh <placements@dsu.edu.in>

Hi Savitha

Please organize this include Engineering too.

Regards

M N Guruvenkatesh
Vice President - Placements & Skill Development Centre
Dayananda Sagar Institutions
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore-560 078. India.

Tel: +91 80 26662226, Dir: 42161497, 42161749
Telefax: +91 80 26660789

Mobile: +91-9844165956
Email : gm-cr@dayanandasagar.edu
dsi_placement@yahoo.com
Website : www.dayanandasagar.edu

----- Forwarded message -----

From: Chegg Campus Connect <campusconnect@chegg.com>

Sent: Friday, 11 February, 2022, 10:51:44 am IST

Subject: Chegg India | Campus Recruitment Drive 2022

Dear Training and Placement Officer,

Greetings from Chegg, India!

We wish for safety and wellbeing of you and your loved ones.

We have shared a wonderful association with you and your institute during last few semesters. Thank you for extending uninterrupted support for the smooth conduction of the campus drives in the past

Chegg India is again hiring for Subject Matter Expert role, where students can get a chance to earn learn at the same time.

We are currently hiring Subject Matter Experts for the following subjects:

Engineering - Computer Science, Chemical, Electrical, Mechanical, Civil Engineering
Applied Sciences - Physics, Advanced Physics, Chemistry, Biology, Earth Sciences
Finance, Economics & Accounting
Maths, Algebra, Statistics and Probability
Operations Management, Nursing & Psychology

Our selection process is online, it is a one-day process which includes:

1. Guidelines Test
2. Subject Test
3. Document Verification

Refer the attachments for more details about the role and the process.

We look forward for your positive response this time too.

Prakriti Shrivastava | Associate – Expert Acquisition

9560047051| campusconnect@chegg.com | www.cheggindia.com

Expert Testimonials | Chegg Inc.| Chegg India

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

17/02/2022

To
Basavesh Hiremath
H. No 8/1/90 Matha Pitru Nilaya, Basaveshwara Colony, Nagargunda Road
Devadurga584111

Sub: Offer Letter

Dear Basavesh,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only).** The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022** to **Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to **chaki_sucharita@network.lilly.com**

Yours Sincerely,

Abhishek
COO - ELSIPL

Lilly

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

17/02/2022

To
Komala R Gowda's
#212/213, Sumukha nilaya, Bharath nagar, Byadarahalli
Bangalore560091

Sub: Offer Letter

Dear Komala R,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only).** The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to **chaki_sucharita@network.lilly.com**

Yours Sincerely,

Abhishek
COO - ELSIPL

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Sushma M
#110,21st ward, Chalukya road , Bayasabi Layout, Anekal
Bangalore562106

Sub: Offer Letter

Dear Sushma,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

GSK India Global Services Private Limited
Level 1,2 & 3, Luxor North Tower
Bagmane Capital Business Park
Outer Ring Road, Mahadevupura
KR Puram Hobli
Bangalore - 560037

Personal & Confidential

4th July 2022

Dear Aruna Roy

We are pleased to appoint you as an **Intern** for a period of 12 Months **commencing** from **22nd August 2022** subject to the following conditions:

1. The engagement will be for a fixed period of **12 Months** commencing from **22nd August 2022** and shall automatically come to an end **21st August 2023**.In case of any leave taken during this period the same will have to be served to completion of **12 Months**, as per the instructions by your reporting manager.

2. You will conform to the rules and regulations of the company.

3. The training during such period will not confer an obligation on the part of the Company to offer you employment in any way.

4. During the period of training, you will be paid a consolidated stipend INR 25000 per month. No other costs and expenses will be borne or reimbursed by us, excepting if you are required to travel out of office on the Company's business.

5. You will attend office at **Bengaluru.** from Monday through Friday (except on Company holidays) during our usual and customary working hours. You shall not absent yourself from the office without obtaining prior permission from your reporting manager.

6. You will be entrusted with and trained in **Global Regulatory Affairs** of the Company and any other department as may be necessary and shall carry out assignments as per the instructions and guidance of your reporting manager.

7. You will not at any time without the consent in writing of the Company, during the term of or on completion of the training, make known or divulge in any manner whatsoever confidential or proprietary information you have acquired in the course of training, including details of processes, intellectual properties, transactions, finances or official Company activities. In addition, you shall be bound by the decision of the Company in regard to publications written or otherwise, of any work with which you may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired during your training with the Company.

8. The Company will not be liable for any loss or personal injury that may be caused to you during this period of your association with us.

9. During the period of arrangement, you will not undertake any other assignment, seek gainful employment or be concerned directly or indirectly in any other organization, without the expressed written consent from the Company.

10. You represent and warrant that you are not prohibited by any applicable laws, regulations or ethical guidelines from accepting this internship and are not bound by any other agreement which could prevent or be violated by your appointment by the Company.

11. You represent and warrant that (a) if you or your dependent family members have/ may have financial or gainful interest in any company or firm and such a company or firm proposes to do business or is in competition with the Company, and/or (b) if you or your dependent family members have / may have close links to government officials with the capacity, actual or perceived, to influence or take official decisions affecting GSK business, then it would be obligatory on your part to make a written declaration immediately to this effect to the company If GSK is of the opinion that any conflict does or could exist, then GSK may direct you to take action(s) to resolve that conflict, and you shall comply with that instruction.

12. If at any time you, by your conduct, render yourself unable to provide services to the Company (such inability to be determined by the Company) or if you are dishonest, disobedient, intemperate, irregular in your work or otherwise misconduct yourself, or commit any breach of these terms or the stipulations herein contained, the Company may terminate the assignment forthwith without any notice and may deduct from any compensation due to you, such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.

13. Either party may terminate this arrangement, at any time and without assigning any reason whatsoever, without any notice in writing or compensation in lieu thereof. The Company reserves the right to terminate this arrangement forthwith on your committing a breach of the terms and conditions contained herein. In such event, no compensation will be payable to you.

14. During the term of your engagement with the Company, you agree to adhere to Company's Anti-Bribery and Corruption requirements, annexed to this appointment letter.

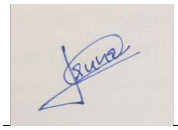
If the terms and conditions set out above are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to us.

We trust that you will find your training with us useful in your future career.

Yours sincerely,
For GSK India Global Services Private Limited



Nilesh Kumar
Human Resources Business Lead- Global Capability Centre

Accepted: 

HIMALAYA WELLNESS COMPANY
(Formerly known as The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

Himalaya SINCE 1930 90+

April 26, 2022

Mr. Sagar M G
Bangalore
Production

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Sagar

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹9,200/-(Rupees Nine Thousand Two Hundred Only) per month and Flexible Benefit Plan amount will be ₹13,800/-(Rupees Thirteen Thousand Eight Hundred Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and

ii. You being cleared after verification of your credentials and background.

..2..

MATPA2022/04/08/7396

OFFER LETTER
PRIVATE & CONFIDENTIAL

08-Apr-22

Christina Thakuri

Bangalore

Dear Christina Thakuri,

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the position of Senior Executive.

Congratulations!

The detailed terms and conditions of your employment are stipulated herein, for your formal acceptance.

1. Commencement Date:

Your employment with the Organization commences on 01-Apr-2022.

2. Roles & Responsibilities:

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Assistant Manager - Claims" .

3. Place of work:

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

16-AUG-2022

OFFER LETTER

Sai Ramya
Bangalore

Dear Sai Ramya,
This has reference to your application and the subsequent selection process. We are pleased to offer you the role of **"Technical Trainee"** in our Formulation Development Department based out of our Bangalore office.

You will be paid emoluments as per the enclosed annexure; your probation period would be for 1 year, with review and performance assessment. Upon your appointment, you will receive monthly compensation of **CTC 25,000/-**. After one year successful completion of evaluation, your compensation will be revised. You will be confirmed only after successful completion of 1 year probation period. In case, your performance is non-satisfactory, appropriate clause from the appointment letter will be applicable. The detailed appointment letter will be issued to you at the time of your joining the organization.

Your appointment is subject to:
1. Your joining the services of the company on or before 18th August 2022.
2. Report of medical checkup.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For, IDRS Labs Private Limited

IDRS LABS PVT. LTD. Bangalore

G.Praveen Kumar
Human Resources

ANNEXURE A

Name : Sai Ramya

Designation : Technical Trainee

Probation period Pay Structure

Particulars	Monthly	Annual
Basic	10,000	1,20,000
HRA	4,000	48,000
MGB	1,500	18,000
Other Allowances	7,700	92,400
Sub Total (A)	23,200	2,78,400
Employer's Contribution to PF	1,800	21,600
Sub Total (B)	1,800	21,600
CTC (A+B)	**25,000**	**3,00,000**

Others:

+ Professional and Income Tax will be applicable as per law

For, IDRS Labs Private Limited

IDRS LABS PVT. LTD. Bangalore

G.Praveen Kumar
Human Resources

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوطين

Contract preview
مشاهدة العقد

JOB OFFER FULL WORK

عرض عمل دوام كامل

Work permit (Recruiting a worker from outside the country)

تصريح العمل (استقدام عامل من خارج الدولة)

Work Style	Full Work
Transaction Number	ST231008879AE

نمط العمل	دوام كامل
رقم المعاملة	ST231008879AE

It is on **Sunday** **Corresponding to** **08/01/2023** in UAE

1. Establishment Name: **LIFE PHARMACY 47 (BR OF LIFE PHARMACY L.L.C)**

Establishment No: **1494975**

Represented by: **ABDUL RAHUMAN ABDUL NAZZAR ABDUL RAHUMAN**

Passport No	**Z5563105**	Nationality	**INDIA**
Title	**OWNER**	Emirate	**Dubai**
Telephone Number	**0528429956**	E-Mail	**sajeev@life-me.com**

Hereinafter referred to as the First Party / Employer in the job offer

إنه في يوم **الاحد** **الموافق** **08/01/2023** بين كل من

1.اسم المنشأة: **صيدلية لايف 47 (فرع من صيدلية لايف ش.ذ.م.م)**

رقم المنشأة: **1494975**

و يمثلها: **عبدالرحمن عبدالنظر عبدالرحمن**

رقم الجواز	**Z5563105**	ا لجنسية	**الهند**
الصفة	**مالك**	الإمارة	**دبي**
رقم الهاتف	**0528429956**	البريد الالكتروني	**sajeev@life-me.com**

ويشار الى ما ذكر في هذا البند بالطرف الأول/ أو صاحب العمل في عرض العمل.

2. Name: **SHRINIDHI VENKATESH VENKATESH RAMACHANDRAIAH**

Nationality	**INDIA**	Date of Birth	**27/07/1998**
Passport Number	**W4609368**	Telephone Number	**00000000000**
Academic Qualification	**Secondary**		

Herein after referred to as the as the Second Party / Employee in the job offer. First And Second Party are referred to collectively as the Parties/ Both Parties in this job offer.



2. الاسم: **شرينيدهي فينكاتيش فينكاتيش راماشاندراياه**

الجنسية	**الهند**	تاريخ الميلاد	**27/07/1998**
رقم الجواز	**W4609368**	رقم الهاتف	**00000000000**
المؤهل العلمي	**ثانوي**		

ويشار الى ذلك في هذا البند بالطرف الثاني/ أو العامل في عرض العمل.ويشار الى ما ذكر في هذين البندين (1و(2 (معا(بالطرفين أو الطرفان) في عرض العمل.

Article (1) (Working days and hours)

Whereas the First Party expressed his/her desire to contract with the Second Party to fill the vacant position shown below, accordingly this offer is presented, which includes the following:

1. The Second Party shall work for the First party in the designation / profession of Shop Assistant in the UAE Dubai Ordinary working hours 8 Hours.
2. The Second Party will undergo a probation period of 6 months
3. The First Party shall grant the Second Party a paid annual leave of 30 days .
4. The Second Party is entitled to get a weekly rest of 1 days with full payment for the following days Sunday

البند الأول (أيام وساعات العمل)

ابدى الطرف الأول رغبته بالتعاقد مع الطرف الثاني لتشغيلية في المهنة الموضحة أدناه، لذا قام بتقديم هذا العرض الذي يتضمن الاتي :

1 .يلتزم الطرف الثاني بأن يعمل لدى الطرف الأول بـ مهنة عامل مساعد بمتجر بـ في إمارة دبي وساعات عمل مقدراها 8 ساعات

2 . يعمل الطرف الثاني لدى الطرف الأول تحت التجربة لمدة 6 شهر

3 .يمنح الطرف الثاني إجازة سنوية لمدة 30 يوم مدفوعة الأجر.

4. يمنح الطرف الثاني راحة أسبوعية لمدة 1 يوم مستحقة للأجر وذلك عن الايام التالية الأحد

Article (2) (Contract Details)

1.The contract concluded between the Parties under this offer is a Limited Contract for a period of 2 years Should either Party solely wish to terminate the Employment Contract during the term thereof, the terminating Party shall notify the other party of such desire 1 month as a prior notice before the determined date of termination. Such period shall be similar for both parties.

2.The Parties to the contract may renew the same once or more times for similar or shorter period/ periods. In the event of renewal of the contract the new period/ periods are deemed to be an extension of the original period and shall be added in calculation of the employee's total period of service.

البند الثاني (تفاصيل التعاقد)

1.يكون العقد الذي يبرم بناء على هذا العرض محدد المدة، لمدة سنتين وفي حال رغبه أحد الطرفين بانهاء العقد اثناء سريانه الذي سيبرم بناء على هذا العرض فانه ملزم بتقديم إخطار بالانهاء للطرف الاخر مصحوبا بمهلة أنذار مدتها 1 شهر قبل التاريخ المحدد للإنهاء وتكون هذه المدة متماثلة للطرفين.

2.يجوز بإتفاق الطرفين تمديد أو تجديد هذا العقد لمدة اخرى مماثلة أو مدة أقل مره وأحدة أو اكثر وفي حالة تمديد أو تجديد العقد، تعتبر المدة أو المدد الجديدة امتدادا للمدة الأصلية وتضاف إليها في احتساب مدة الخدمة المستمرة للعامل.

3.إذا استمر الطرفان في تنفيذ العقد بعد إنقضاء مدته الأصلية أو إنتهاء العمل المتفق عليه دون إتفاق صريح اعتبر العقد الأصلي ممتداً ضمنيا بالشروط ذاتها الواردة فيه

3.If both parties continue to apply the contract after the lapse of its original term or completion of work agreed to, without an express agreement, it should be understood that the original contract has been extended under the same conditions except for condition regarding its duration.

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوطين

Contract preview
مشاهدة العقد

Transaction Number	ST231008879AE	ST231008879AE	رقم المعاملة

Article (3) (Salary Details)

Parties hereto agree that the Second Party shall work for the First Party in return for a Monthly Wage salary of 3000 AED Such salary includes:

Basic Salary: 1800 AED
Total Salary: 3000 AED
Housing Allowance: 600 AED
Transport Allowance: 600 AED

البند الثالث (تفاصيل الأجر)

اتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول مقابل : اجر شهري مقداره 3000 درهم إماراتي
ويشمل:

الراتب ألأساسي: AED 1800
الراتب ألإجمالي: 3000 درهم إماراتي
بدل السكن :600 درهم إماراتي
بدل المواصلات :600 درهم إماراتي

Article (4) (Additional Terms)

1. The Second Party shall be committed not to work in the same competing business of the First Party in Dubai for the period of Two Year if the employee has terminated the employment contract or if their employment contract had expired without prejudice to the First Party's legal or contractual obligations.
Any condition that violates the provisions of Decree-Law No. 33 of 2021 concerning the regulation of labour relations and the executive regulations and the relevant decisions in force in respect thereof sh all be null and void.

البند الرابع (الشروط الإضافية)

1. يلتزم الطرف الثاني بعدم العمل في ذات المجال المنافس للطرف الأول في دبي لمدة سنتين، في حال قيامه بإنهاء عقد العمل او انتهاء مدته دون إخلال من الطرف الأول بالتزاماته القانونية أو التعاقدية.
يقع باطلا كل شرط يخالف أحكام المرسوم بقانون رقم 33 لسنه 2021 بشأن تنظيم علاقات العمل واللائحة التنفيذية والقرارات ذات العلاقة المعمول به في شأنه

Article (5) (Declarations)

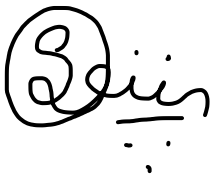
1. The parties hereto acknowledged that they had thoroughly reviewed and agreed to the articles stipulated herein which forms an integral part of the Employment Contract. This contract is executed in two original counterparts duly signed by both Parties
2. The provisions of Federal Decree-Law No. 33 of 2021 concerning the regulation of Labour Relations And Its Executive Regulations and decisions implemented shall apply

البند الخامس (الإقرارات)

1.أقر الطرفان بانهما اطلعا ووافقا على بنود عرض العمل وباعتباره جزء لا يتجزء من عقد العمل، وحرر هذا العقد من نسختين، بعد أن تم توقيعة من الطرفين.
2.تطبق أحاكم المرسوم بقانون اتحادي رقم 33 لسنة 2021 بشان تنظيم علاقات العمل وللائحته التنفيذية والقرارات المنفذة له في لك ما لم يرد فيه نص في هذا العرض

Document Signed Electronically
المستند موقع إلكترونيا

First Party's Signature	توقيع الطرف الأول	Second Party's Signature	توقيع الطرف الثاني	Ministry approval	اعتماد الوزارة
ABDUL RAHIMAN ABDUL	عبدالرحمن	SHRINIDHI VENKATESH	شرينيدهي فينكاتيش		

	VENKATESH RAMACHANDRAIAH فينكاتيش راماشاندراياه	ABDUL RAHUMAN ABDUL NAZZAR ABDUL RAHUMAN عبدالنظر عبدالرحمن
		

Phable

A Brand of Terrals Technologies Pvt Ltd

15th July, 2022

Name: Ms. Archana
Email Id: archanamr1212@gmail.com

Sub: Letter of Internship

Hello Archana,

We are happy to extend an offer of internship with Phable Care from July 18th, 2022 till October 17th, 2022.

Your responsibility will require you to take ownership of the assigned project/deliverables, under the guidance of the assigned supervisor.

The terms of the agreement are that you will receive a total monthly compensation in the form of Stipend of INR. 12,000.

Post your confirmation you will be entitled for an annual package of INR 3,25,000 per annum.

We are a five-day working organization (Monday to Friday). Holidays will be as per the company holiday list. You will be required to maintain the rules and guidelines followed by Phable during the internship.

Your Job location would be Bangalore.

Kindly return a copy of this letter, duly signed, in token of your acceptance of this offer.

For Phable,

TERRALS TECHNOLOGIES PVT. LTD. represented by its authorised signatory



Mukesh Bansal
Director

About Phable

Phable's aim is to impact 1.4 billion lives in India over the next decade. Indian healthcare system is broken and Phable is working with all ecosystem partners to improve health outcomes at a population level. Phable has demonstrated that it can also bring down the cost of care. Phable is contributing to nation building. We understand that the tech built today will touch everyone, from the lowest strata of the population to the middle and upper class, in the next decade. Phable is at the forefront of healthcare innovation driven by its unique technology, which is a blend of mobility, AI/Deep Learning, Neural networks, and IoT.

Check our website for more details:
https://phablecare.com/
https://in.linkedin.com/company/phablecare
https://www.instagram.com/phablecare/?hl=en
https://www.facebook.com/PhableCare/

Terrals Technologies Pvt Ltd, Cabin: No.2734, 1st Floor, HSR Layout, Sector 1, 16th Cross, 27th Main Road, (Opp. NIFT) Bengaluru, Karnataka 560102
Contact: support@phablecare.com | careers@phablecare.com

navya

Date: January 2nd, 2023

Name: Mr. Mohammed Zubair Momin

Email ID: zmomin088@gmail.com

Dear Mr. Mohammed Zubair,

Subject: Offer for Appointment to the Position of **Patient Advocate**

It was a pleasure for us to speak with you and discuss your potential employment at our organization, Navya Care Network Private Limited in India ("**Company**"), which is the wholly owned subsidiary of US based Navya Network, Inc. We are pleased to offer you the position of **Patient Advocate** at our Bangalore office. Your employment is subject to the Company's standard reference verification and due diligence process includes receiving the last three paystubs from your current or most recent employer, and a no objection certificate or release letter from your current or most recent employer.

The detailed terms of your employment, including but not limited to your role and responsibilities, the Company's standard confidentiality policy as well as non-compete obligations, will be specified in an employment agreement, which you can sign on your date of joining on **January 16th 2023** ("**Joining Date**").

Should you accept this offer, your base compensation shall be INR 2,79,600 (Indian Rupees Two Lakhs Seventy Nine Thousand Six Hundred only) per annum. You may refer to the break-up of cost to company ("**CTC**") sent to you along with this offer letter.

We shall expect you to commence your employment no later than the Joining Date.

To accept this offer, please sign below and return this offer letter to us no later than January 3rd 2022. You may email a scanned copy to us at this time, and send the original by postal mail or bring this offer letter in-person on your Joining Date.

Your employment with the Company is subject to the execution of an employment agreement with the Company, which will detail the terms and conditions of your employment with the Company. You agree to abide by the policies and procedures of the Company, as adopted or amended from time to time.

We are excited to welcome you aboard!

Sincerely,

Gitika Srivastava

Gitika Srivastava

Director, Navya Care Network Pvt. Ltd.
and
Director and CEO, Navya Network, Inc.

By signing and dating this letter below, I, Mohammed Zubair Momin, accept the aforementioned employment offer at Navya Care Network Private Limited.

Signature:

Name: Mr. Mohammed Zubair Momin

Date: 02/01/2023

Scanned with CamScanner

January 03, 2022

Ms. Jinal Joshi
Surat- Gujarat.

Subject: Joining Intent Letter

Dear Ms. Jinal,

We are pleased to inform you that in reference to your resume submission and thereafter subsequent interview rounds, herewith we express our intent for employment.

Company	Sarjen Systems Pvt. Ltd.
Base Location	Ahmedabad
Team	Software Development
Role	**Subject Matter Expert** – (Regulatory Affairs)
Working Days	Monday to Friday
General Day Shift Office Timings	09.30 am – 06.40 pm (General Shift) In can be changed time to time based on Project requirements to Provide Support to dynamic clients. Break: Total 60 minutes breaks for Meal & Refreshment Total Official Hours: Approx. 9 hours (During this, official 1 hour is allocated for meal & refreshment breaks)
Visits & Deputation	As per project's requirement & client's invitation.
Off Days & Leave (Annual)	Weekly Off (Sunday): 52 days Provisional Off (Saturday): 52 days Festival Off: 12 days **Total Off**: **116 days** Plan Leave (PL): 12 days Casual Leave (CL): 3 days Reward Leave (RL): 3 days Humanitarian Leave (HL): 3 days Total Leave: **21 days** **Note**: -Plan Leave (PL) gets started after 6 months of probation period. - On Prov. Off. you will make sure of your availability for client support and deliverable on requirement.
Proposed Joining Date	On or before 17th Jan 2023

Confidential Document: Not to be distributed outside SSPL Premises

Key Tasks	• Client communication related to the understanding and analysis of their requirements (Interface between client and line development team) • Formulation of eCTD Dossier • Creating Structured Product Labelling (Training will be provided by company) • Data verification and validation • Implementing electronic process and enabling pharma business process to evolve • Helpful in Presales Activites,demostarion etc. • In Compilation, Publishing, Review, Submission & Life Cycle management of e-CTD submission, Preparation and submission of Non electronic e-CTD submission (NeeS), • Preparation and submission Certificate of suitability (CEP) to EDQM for Active substance, Technical Quality check for the e-CTD dossier, Artwork related activities like checking & Approvals. • Prepare and review product labelling for ANDA and NDA application. SPL (Structure Product Labeling) Preparation in which includes Preparation, Review and Submission of New Drug Code Request (NDC), Establishment Registration (ER), Drug Listing and GDUFA Facility • Registration accordance with FDA requirements, Preparation of CTD/ACTD/Region Specific dossiers for ROW market. Response to Client and Various regulatory authorities like USFDA, EMA and SFDA. Technical & Functional review of the documents
Key Technologies	http://www.sarjen.com/technologies
Any Desirable	Should have solution oriented flexible approach as per dynamic business requirement of an organization.

Documents Submission:

Verification	Document	Proof	Verify with original
Education	Highest Education Degree (Any One)	PH.D/Master/Bachelor/Diploma/Professional Course	Original require for verification + 1 photocopy
	School Degree	12th standard OR 10th standard	Original require for verification + 1 photocopy
Verification	**Document**	**Proof**	**Verify with original**

Confidential Document: Not to be distributed outside SSPL Premises

Experience	Copies of documents from all previous employers mentioned therewith by an applicant	Experience Letters OR (Appointment Letter + Last 2 months Salary Slips) Relieving Letters OR Resignation Letter	Photocopy require
Individual	Character/Moral	Communication (preferably via email) with References mentioned by applicant OR Passport OR Declaration letter from local police station	Photocopy require
	Identity	Aadhar Card AND Election Card and Photographs (Color, passport size)	Photocopy require
	Financial	PAN Card OR Bank Passbook Copy	Photocopy require
	Medical	Fitness Certificate (By MBBS or Above)	Original only
	Residential	Electricity bill OR Gas bill (Recent one) OR Rent agreement	Photocopy require

Confidential Document: Not to be distributed outside SSPL Premises

Salary Structure:

Jinal Joshi	
Gross Monthly Salary	**27269**
Basic	15200
HRA	6000
Conveyance	3000
Medical Allowance	1500
Special Allowance	1569
Gross Monthly Salary	**27269**
Professional Tax	200
Net Monthly Salary	**27069**
Gratuity (4.81%)	731
Total CTC	**28000**
Annual CTC	**336001**

****Additional Benefit for Shift:** Either Shift facility allowance OR Meal facility (i.e. Dinner/Refreshment) will be provided. (Anyone, as per your mutual discussion with Admin department)

Tour Allowance: In addition to above, tour allowance will be paid as per company HR Policy in respect to particular project tour (International/Domestic)

Facilities on Tour: Facilities on tour will be borne by the company.

Note:

- Above salary structure is subject to various government norms, which may change time to time as per amendments made by the government.
- Income Tax will be applicable on above as per Income Tax Act.
- Employees should be able to exhibit WFH infrastructure readiness whenever required as due to that Productivity loss will be liable to employee not employer
- If fail to Join organization after accepting offer, then will be liable to give 2-month salary as recruitment cost.
- Gratuity is kind of a reward, for which individual becomes eligible after constant 5 years of services with the company.
- **GPA (Group Personal Accident) & Group Term plan for individual.**
- Periodic performance appraisal will be done annually.

Authorized Signatory,

Confidential Document: Not to be distributed outside SSPL Premises

Chirag Prajapati
HR Department
Sarjen Systems Pvt. Ltd.

Note: Based upon various internal & external factors, details mentioned in this document are subject to change with or without notice, from time to time in our sole discretion. Company management reserves the right in this regard.

Confidential Document: Not to be distributed outside SSPL Premises

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Square Yards Campus

Sreeja Nair <sreeja.nair@squareyards.in> Sat, Jul 30, 2022 at 1:15 PM
To: placement@dayanandasagar.edu, savithakp@dayanandasagar.edu
Cc: Kanika Gupta Shori <kanika.gupta@squareyards.com>, ankit.saroj@squareyards.co.in, Saurabh S1 <saurabh.s1@squareyards.co.in>, Arpith Susarla <arpith.susarla@squareyards.co.in>, ravina.jadhav@squareyards.co.in

Dear Placement Team,

We are delighted to inform you, that we are very happy to welcome students of DSCE Bangalore - Dayananda Sagar College of Engineering, to SquareYards family.

PFA details of the selected students, along with their joining date and Location. Would request you to confirm,

if everyone is joining us, so that arrangements can be made accordingly.

Name	Ph. Number	Personal E-mailId	Work Location	Joining Date
DEEPAK C M	8050704886	deepu07cm@gmail.com	Bangalore (Smartworks)	2-Aug-22
Gourav Tiwary	8073394169	gourav.dsu86@gmail.com	Bangalore (Smartworks)	2-Aug-22
Kaushiki	6205028966	kkaushiki468@gmail.com	Bangalore (Smartworks)	2-Aug-22
Mohd Saalim ansari	8171586380	salimansari2710@gmail.com	Bangalore (Smartworks)	2-Aug-22
Nrusingh Charan Swain	6370765880	nrusinghcharanswain207@gmail.com	Mumbai Ackruti (Star 2nd Floor)	2-Aug-22
PAVAN KUMAR J V	7338572774	pavankumarjv24@gmail.com	Bangalore (Smartworks)	2-Aug-22
Priya.M	8431644646	priya.mahadev.321@gmail.com	Bangalore (Smartworks)	2-Aug-22
Sireen Ayoub	8494007981	ayoubsireen5@gmail.com	Bangalore (Smartworks)	2-Aug-22
Sunanda Sadhukhan	9905491277	sunandasadhukhan1@gmail.com	Bangalore (Smartworks)	2-Aug-22
Varun c	9035810654	gowdav4@gmail.com	Bangalore (Smartworks)	2-Aug-22

Thanks

Confidentiality Note: The contents of this message; including attachments, is for the exclusive use of the intended recipient(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient of this message, you should not read, use, copy, disclose or distribute it in any manner. If you have received this message in error, please notify us immediately by return email, preserve its confidentiality and delete it from your system.

Disclaimer: Contents of this message are for information purposes only and does not constitute an offer to purchase any property or to avail of any service. Square Yards makes no warranties or representations as to the accuracy and accepts no liability for the consequences of any actions taken on the basis of information provided in the message.

Fraud Warning: Square Yards is a zero brokerage company and doesn't charge any commission from individuals investing in primary or off-plan real estate or availing loans through us. **You are solely responsible for any such transactions you initiate**. If you come across instances of such demand by employees or associates of Square Yards, please reach out to us at info@squareyards.com

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/44721/145122
Date: 25 May 2022

Dear Utkalika Sahoo,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : SENIOR RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-II - SENIOR RESEARCH ASSOCIATE TRAINEE
Location : Bangalore
Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 339476 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 08 August 2022.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**,till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**



Sanjeev Sukumaran
Chief Human Resource Officer

Syngene

ANNEXURE - I

Name : Utkalika Sahoo
Position : SENIOR RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-II

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	49452	4121
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	294900	24575
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	33096	2758
Total Fixed Cost - (C = A+B)	327996	27333
Short Term Incentive (STI) at Target - (D)	11480	
Total Cash Compensation - (C+D)	339476	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

Syngene

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on pro-rated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory

payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Syngene

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery:If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

a) School Leaving- 10th & 12th Certificate
b) P.U. or Equivalent
c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
d) Post Graduation Certificate / Marks Sheets
e) Any Other

II) OTHERS

a) Date of Birth Certificate / Proof
b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
c) Salary Slips of last 2 months
d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
e) Relieving Letter
f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
g) Pan Card
h) Aadhaar Card
i) Any one document among following as latest Address Proof
* Passport, Driving License, Voter's ID card.

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/44721/145122
Date: 25 May 2022

Dear Tilak B J,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : SENIOR RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-II - SENIOR RESEARCH ASSOCIATE TRAINEE
Location : Bangalore
Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 339476 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 08 August 2022.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**,till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**



Sanjeev Sukumaran
Chief Human Resource Officer

Syngene

ANNEXURE - I

Name : Tilak B J
Position : SENIOR RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-II

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	49452	4121
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	294900	24575
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	33096	2758
Total Fixed Cost - (C = A+B)	327996	27333
Short Term Incentive (STI) at Target - (D)	11480	
Total Cash Compensation - (C+D)	339476	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

Syngene

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- **For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.**
- **For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.**
- **For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.**

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first- year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on pro- rated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory

payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery:If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

a) School Leaving- 10th & 12th Certificate
b) P.U. or Equivalent
c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
d) Post Graduation Certificate / Marks Sheets
e) Any Other

II) OTHERS

a) Date of Birth Certificate / Proof
b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
c) Salary Slips of last 2 months
d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
e) Relieving Letter
f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
g) Pan Card
h) Aadhaar Card
i) Any one document among following as latest Address Proof
*** Passport, Driving License, Voter's ID card.**

GSK India Global Services Private Limited
Level 1,2 & 3, Luxor North Tower
Bagmane Capital Business Park
Outer Ring Road, Mahadevapura
KR Puram Hobli
Bangalore – 560037

19 August 2022

Personal & Confidential

Manohar V.

, ,
India

Dear **Manohar**,

With reference to your application and the subsequent interviews, we are pleased to appoint you as **Trainee Analyst** in **Grade India Rx - 9c** in the **DS&M India** department, based at **Bengaluru Luxor North Tower**. Your appointment will take effect from the date of your joining the Company, which should not, in any case, be later than **05 September 2022** as mutually agreed.

02-Aug-2022

Vedha NT
#192/1 1st Main 5th cross
Muneshwara L/O Hegganahalli,
Bengaluru-560091
Email: Vedhakirthi0703@gmail.com
Ph.no: 8088143121

Dear Vedha,

It is with great pleasure that we extend to you this offer of employment with **ClinChoice Private Ltd**. as **Trainee – Claim Support.** We are confident that it represents an outstanding opportunity for you to apply your current skills and are equally confident that you will become a highly productive member of our team.

Your total earning opportunity for the year is **INR 2,81,890** in which your annual guaranteed component will be **INR 2,53,800** per annum. A separate Appointment Letter with the salary break up will be issued to you at the time of joining.

Your contractual obligations are defined by the appointment letter, and you are responsible for the duties and obligations described in the Exclusivity, Non-Disclosure Proprietary Rights and Non-Interference Agreement which you need to sign at the time of joining.

It found that the information is provided is false or inaccurate, your employment at stand terminated with immediate effect without any obligations /obligations from the company. However, the company will have full authority to recover all costs incurred on you till the time of your termination.

We hope your association with us will be a very long one. We may however terminate this association by giving two months' notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company. ClinChoice has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

We also hope that our association will be a long, fruitful, and mutually satisfactory one.

Please indicate your acceptance of this above offer by signing in the space indicated below and return a copy of this letter to us. The start date of your employment shall be effective from **08-Aug-2022** or earlier based on mutual convenience.

Sincerely,
***For* ClinChoice Private Limited.**

Radhakrishna P

Vice President – Human Resources

Enclosures:

Annexure 1 – Salary Stack up Sheet
Annexure 2 – Joining Formalities

I accept this offer.

Signature

Name:

Date: _____

Annexure 1

Salary Stack-up Sheet

Compensation and Benefits		
Name		**Vedha NT**
Designation		**Trainee – Claim Support**
Effective Date		**08-Aug-2022**
	Your compensation and benefits are given as below:	**INR Per Annum**
Group I (BASE SALARY)		
1	**Basic Salary**	1,35,000
2	**House Rent Allowance** (refer Note # B)	67,500
3	**Special Allowance** (refer Note # C)	26,855
4	**Food Allowance / Food Coupons** (refer Note # D)	13,200
5	**Statutory Bonus** (refer Note # E)	11,245
	Guaranteed Pay	**2,53,800**
Group II (RETIRAL BENEFITS)		
6	**Employer's contribution to Provident Fund** (refer Note # G)	21,600
7	**Gratuity** (refer Note # H)	6,490
	TOTAL CTC (Cost to Company)	**2,81,890**
8	**Leave Encashment** (refer Note # I)	12,516

Tax will be applicable as per Income Tax Act.

Please refer to notes attached.

NOTES:

A. The salary as per Annexure is subject to TDS as per prevailing rules.

B. **HRA:** 50% of the Basic Salary

C. **Special Allowance**: This is a residual or a balancing value to arrive at your total pay.

D. **Food Allowance**: You can opt to receive this amount either as taxable component OR as food coupons [non-taxable].

E. **Statutory Bonus:** According to Payment of Bonus Act (Amendment) 2015, employees whose Basic Salary is below or equal to INR 21,000/-, 8.33% of the Basic Salary is paid towards the statutory bonus.

F. **Leave Travel Allowance**: Equivalent to 12% of Basic Salary and subject to tax exemptions as per prevailing Income Tax regulations. (If Applicable)

G. **Provident Fund**: It is computed at 12% of Basic Salary as Employer's contribution and an equivalent amount will be deducted towards Employee's contribution.

H. **Gratuity**: Payable on completion of 5 continuous years with ClinChoice as per the Payment of Gratuity Act, 1972 and its subsequent amendments. Gratuity amount reflected in Annexure [Salary Stack] is a provisional amount for the year.

I. **Leave Encashment**: Subject to company's prevailing leave policy, a maximum of 18 days of unutilized Earned Leave will be encashed yearly. All leave entitlements will be pro-rated on accrual basis in terms of fractions of calendar year.

J. **Insurance**:
   - Coverage under Group Health Insurance [GMC] for Self and family members [Spouse & 2 children] under family floater policy of Rs.3,00,000/- with premia paid by company.
   - Coverage under Group Personal Accident Insurance [GPA] for Self [Employee] with premia paid by company.
   - Group Health Insurance coverage [GMC] for dependent parents can be extended with payment of premium by Employee

Annexure 2

Dear Vedha,

Thanking you in anticipation for opting to join us and welcome to the ClinChoice Team!

At ClinChoice, we encourage our new joiners to be at the office at 10:00 am, excepting in the case of an emergency.

Please bring with you a photocopy of the following documents along with the originals. It is necessary to submit these at the time of your joining & bringing originals is mandatory. **Originals will be required for verification purposes only**.

1. **Original & copies of all certificates & marks cards from the High School i.e. SSC, HSC or PUC till the highest degrees obtained.**
2. **Offer Letter, Appointment letter & relieving letter from previous organization.**
3. **If you have worked in any other organization(s), relieving letters from those organization(s).**
4. **Statement of income last drawn, preferably with a breakup.**
5. **Last 3 Salary Slips or Pay stubs.**
6. **Copy of Pan Card, AADHAR and Passport (mandatory).**
7. **Copy of cancelled cheque.**
8. **Three Passport size colour glossy (not Polaroid) photographs of self.**
9. **Provide your Blood Group details.**
10. **PF account number, along with the address of the current organization with whom it is retained (if you intend to get your PF transferred).**

Looking forward to meeting you,

For any clarifications do get in touch with the undersigned.

Thanking you,

Yours Cordially,

Radhakrishna P

Vice President – Human Resources

Anderson Diagnostic Services Pvt. Ltd.
Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road, Chennai - 600 084. **Phone : 044 - 43539444**
E-mail : info@andersondiagnostics.com
www.andersondiagnostics.com

anderson Diagnostics & Labs

Date: 14-Feb-2023

APPOINTMENT LETTER

Mr.Thotta Leela Krishna

Dear Mr.Thotta Leela Krishna,

Congratulations! Further to your application for employment with us, and the subsequent selection process we are delighted to welcome you to the ANDERSON FAMILY and offer you a position as **Sales Executive** with **Anderson Diagnostics & Labs** on the following terms and conditions :

I PLACEMENT :

You are placed in the position of Management and designated as **Sales Executive** and required to perform such duties as assigned to you from time to time. You would appreciate that in order to ascertain mutual suitability, you are being placed on probation for a period of **Three** months from the date of joining and which period may be extended to further period / periods as may be decided by the Management. Please also note that in the absence of a specific order confirming your services, you shall be deemed to be on probation.

II REMUNERATION :

a. Your pay package initially would be **Rs. 28,800 /-** per month (all inclusive) which is **Cost to Company.** The breakups are given in **Annexure - I**

Please also note that the above package may be restructured at a later date, if so required by the Management.

b. You would agree that any annual increases shall be solely based on your overall performance as assessed by the Management.

III OTHER CONDITIONS :

a. Working hours :
The company being a 24 hours medical diagnostic centre has working shifts with the following timings : 6:00 a.m. to 2:00 p.m., 2:00 p.m. to 10:00 p.m. and 10:00 p.m. to 6:00 a.m. with a change in the working shift as per duty roaster for every specific period or accordingly as per to requirement.

b. Notice of Separation :
During the period of probation, your services can be terminated by either side by giving notice or pay in lieu thereof without assigning any reasons thereof. Upon confirmation, a notice period of at least **One Month** will apply on either side. However, the Management may at your request and/or at their discretion waive this notice period in lieu of one month's salary.

c. Transfer :
Your services are liable to be transferred by the Management at its discretion to any of its Offices/Branches or any associated companies within India forming part of **Anderson Diagnostics & Labs.**

d. Leave :
You will be eligible for **Twelve Days** leave per calendar year. You are eligible to carry forward the leave accumulated for a maximum period of **Twelve Days** as per company policy.

IV MISCELLANEOUS :

a. This employment is subject to your being found medically fit for employment. If at any time during your employment, you are found medically unfit, your services are liable to be terminated with one month's notice or pay in lieu thereof.

b. You will be diligent in your work and carry on your work within the legal frame work of medical profession and more particularly medical diagnostic profession. You shall work within the scope of your employment in a manner that ensures and promotes the safety, comfort and well-being of our patient/customer.

c. You shall submit proper original documents and self attested copies pertaining to your previous employment including relieving order, marital status and educational qualifications, failure of which shall render this employment contract null and void. If and when information furnished by you in your application is found to be inadequate or not true, you are liable for termination or such other action as the management deems fit.

d. You will be required to undergo medical examination and your appointment will be effected only if you are found medically fit. The Company has the right to direct you as and when necessary to submit yourself for a medical examination to the Company's medical officer and your services are liable to be terminated with immediate effect without any notice, if you are found medically unfit.

e. Abandonment of duty or unexplained absence from duty for a period exceeding three continuous days without proper written intimation shall result in immediate termination of your employment and you shall forgo your salary for the current month.

f. You are required to be aware of the latest developments in the field of medical diagnostics and expected to adopt the same in the course of your work. You are expected to render absolutely correct and proper diagnosis and results of the medical tests carried on by you in the course of your work. You shall be solely responsible for any error in the "report" prepared by you at the end of the diagnosis/medical test carried by you.

g. You agree to indemnify the Company against damages, compensation, etc that the Company may suffer due to any error in the "report" prepared by you regarding the medical condition of any patient/customer and that the Company has the right to recover the same from you and also take any legal action against you for the lapse in duty on your part.

h. You will maintain total confidentiality of all process and know how, security arrangements, administrative and/or organisational matter of a confidential/secret nature, all Company related information/documents/files etc., to which you may have access directly or indirectly. You shall not divulge to any person and use your best endeavour to prevent the publication or disclosure of any trade secret or any other information relating to the business of the Company.

i. You will appreciate the fact that the work allotted to you relates to medical condition of third parties/customers of the Company and therefore needs to remain confidential. You shall not divulge to any person including the patient/customer, his/her relatives any information regarding his/her medical condition and/or the results of the medical tests conducted.

j. As a whole time employee, you shall not engage yourself in any outside work over and above your legitimate work in the Company on duty days, on holidays, or when you are on leave without obtaining the Management's prior permission in writing.

k. Abandonment of duty or unexplained absence from the duty for a period exceeding three continuous days without proper written intimation shall result in immediate termination of your employment and you shall forgo your salary for the current month.

l. In all matters including those not specifically covered in this letter, you will be governed by such rules and regulations as may be applicable to the personnel of your category in the Company's employment and are in force for the time being and as may be framed from time to time.

m. During and after the period of your employment with the Company, you will not engage in any endeavour or activity which conflicts with the interests and business of the Company.

n. If you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, dereliction, abandoned absence from duty without permission or of any other conduct considered detrimental to our interests, patient's safety & care or of violation of one or more terms of this letter, your services can be terminated without notice.

o. All employees of **Anderson Diagnostics & Labs** are governed by the behavior code as detailed during the induction and time to time in force. Any employee who has been found violating this code will be liable for an appropriate disciplinary action as deemed fit by the management.

Anderson Diagnostic Services Pvt. Ltd.
Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road,
Chennai - 600 084. **Phone : 044 - 43539444**
E-mail : info@andersondiagnostics.com
www.andersondiagnostics.com

anderson Diagnostics & Labs

p. You will be responsible for safe keeping and return in good condition and order, all company property such as tools, equipment's, instruments, books, etc which may be in your use, custody, care or charge. Company will have the right to deduct the money value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.

q. On confirmation, you will retire on attaining the age of **Fifty Eight** years. For this, the age as given by you at the time of appointment, i.e. is binding. The Management may however, at their discretion continue your services on such terms and conditions as may be decided upon your attaining superannuation.

r. In order for us to keep our records updated from time to time, you are required to intimate any change in your residential address immediately upon such change.

s. All disputes and/or differences that may arise, out of or in connection with this letter of appointment shall be subject to exclusive jurisdiction of Courts in Chennai.

Thanking you

With Regards,
For Anderson Diagnostics & Labs



HR Manager

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE :

NAME : THOTTA LEELA KRISHNA

DATE : 14-Feb-2023

Anderson Diagnostic Services Pvt. Ltd.
Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road, Chennai - 600 084. **Phone : 044 - 43539444**
E-mail : info@andersondiagnostics.com
www.andersondiagnostics.com

anderson Diagnostics & Labs

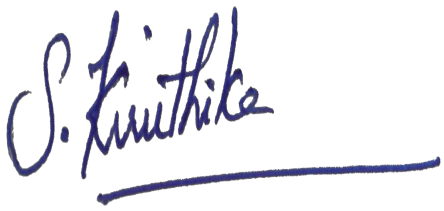
Salary Annexure - I

Personal Data

Name	Thotta Leela Krishna	Designation	Sales Executive
Employee ID	3413	Date of Join	14-Feb-2023
Department	Sales	Location	Bangalore

Components	Monthly (In Rs.)	Annual (In Rs.)
Basic	16,200	1,94,400
House Rent Allowance	8,100	97,200
Special Allowance	2,700	32,400
Total Gross Salary	**27,000**	**3,24,000**
Benefits		
Employer PF Contribution	1,800	21,600
Total Gross Benefits	**1,800**	**21,600**
Total Cost to Company	**28,800**	**3,45,600**

With regards,
For Anderson Diagnostics & Labs



HR Manager **I Accept**

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	MerlynRodrigues	Rajarajeshwari nagar	9740180999	mrtlynRodrigues7@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Selected in interview will join next month
5	Rakshith	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117728	rakshith35@gmail.com	Dayananda sagar university	M.Sc	2022	Selected in interview will join next month
6	Chadmika	Her layout, Bangalore.	8810442596	chadmikaofficial@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	Litheesha E	Gowdanapalya , Bangalore 560061	9741757839	litheesha.1999@gmail.com	Dayananda sagar university	B pharm	2022	Selected in interview will join next month
9	Namitha Ananda Bhakthan	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848762	namithaananda2@gmail.com	Dayananda sagar university	B pharmacy	2022	Selected in interview will join next month
10	Sahithya	#1519, 19th cross, 14th main Kumaraswamy layout	8971599973	sahithya1101999@gmail.com	Dayananda sagar university	MSc	2022	Selected in interview will join next month
11	Shreya P Vashist	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599737	shreyapvashist241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Selected in interview will join next month call
12	SIRISHA.M	jp nagar 4th phase	9980097682	sirisham0135@gmail.com	Dayananda sagar university	msc	2022	Selected in interview will join next month
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

AUGMEDIX
Rehumanizing Healthcare

Date: 11/01/2023

Yukthi H S
Bangalore

Dear **Yukthi,**

We are pleased to offer you the position of **Medical Documentation Specialist - trainee** with the Augmedix Solutions Private Limited ("Company") commencing from **25/01/2023.** You will be a part of the Scribe Operations Team based out of Bangalore.

The terms and conditions of your employment with the Company shall be as follows:

Compensation and Other Benefits

1. Compensation: You shall receive gross monetary compensation of **INR 5,40,000/- (Five Lakh Forty Thousand Only)** per annum. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company. The detailed working Cost to the Company (CTC) is provided in Annexure A to the Letter. **All employees are required to undergo a 3-month training programme post joining the organization. During the training period, ie 3 months post joining and until the successful completion of DA (Doctor Approved Process), the monthly CTC will be 35,000, and the employee will be elevated to a monthly CTC of 45,000 INR upon the completion of the DA.**

2. Gratuity: You shall be entitled to payment of Gratuity as per the Company Policy and subject to the applicable law.

3. Provident Fund: In case the basic is more than the ceiling amount of Rs. 15,000/- per month PF optional, as prescribed under the PF Act, and you can opt for the same on joining. Coverage is mandatory for those who are already covered under the PF scheme.

4. Medical Insurance Scheme: You shall be eligible to participate in the Medical Insurance Scheme of the Company.

5. Leave: You shall be entitled to leaves in a calendar year in accordance with the Company Policy subject to the applicable law.

6. Working Hours: You will be required to work eight (8) hours a day excluding thirty (30) minutes break for lunch. The company practices a forty (40) hours work week. Subject to the applicable law, work timings, schedules and shifts may vary from time to time-based on customer service requirements and depend upon exigencies of business, as specified by the company from time to time, you may be required to work additional hours as appropriate to fulfil the responsibilities of your role.

7. Working Shift: You are required to work in Night Shift (i,e US shifts) as per the requirement of the client.

8. Taxes: All of the employee's compensation, including, but not limited to the Employee's Annual total compensation cost to the company and annual Bonus, if any, shall be subject to withholding for central, state or local employment-related taxes as applicable, including income and other similar taxes.

Confidentiality

"Confidential Information" Includes but is not limited to information which is or fairly can be considered to be of confidential nature, which is obtained whether (without limitation) in graphic, written, electronic or machine-readable form on any media, by the Employee; and whether or not the information is expressly stated to be confidential or marked as such, in writing (provided that the confidentiality of such information is reasonably apparent), and also includes all intellectual property (as defined below) and the following items (without limitation):

(i) Information of value or significance to the company, its subsidiaries, divisions, affiliates, customers or its competitors (present or potential) such as

   a. Customer data, in particular, key contact names, addresses, business model, sales figures and sales conditions of the company and its past, present or prospective clients;

   b. Business data, particularly data relating to new investment opportunities, products, services, promotion campaigns, distribution strategies, license agreements and joint ventures in which the company is involved:

c. Software data, particularly information relating to the software and the module thereof as well as any devices designed by the company to prevent unauthorized copying;

d. Financial data, in particular, concerning budgets, the fees and revenue calculation sales figures, financial statements, profit expectations and inventories of the Company or of its subsidiaries, division, affiliates, and customers; and

e. Any and all other information or materials or documents of a commercially sensitive nature relating to the Company's and/or its affiliates' operations, research, plans strategies, objectives, development, purchasing, marketing, and selling activities.

(ii) Original Information supplied by the Company;

(iii) Information not known to competitors of the Company nor intended by the company for general dissemination, including but not limited to, policies, strategies, the identity of various product-suppliers or service-providers, business models, investment strategies, billing schedules, needs of its clients, information as to the profitability as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees;

(iv) Any business or technical information relating to the Company, including but not limited to financial information, equipment, documentation, strategies, marketing plans, prospective leads or target accounts, pricing information, information relating to existing, previous and potential customers and contracts disclosed by the Company to the Employee;

But does not include:

(i) That which is in the public domain other than by the Employee's breach, of this Agreement, or of any other confidentiality agreement or non-disclosure agreement;

(ii) That which was previously known as established by written records of the Employee prior to receipt from the Company and in possession of the Employee prior to the data of this Agreement;

(iii) That which was lawfully obtained by the Employee from a third party; and

(iv) That which was developed independently by the Employee without reference to the Confidential Information provided by the Company.

No part of the confidential information (if required to be disclosed) should be disclosed to a third party without prior written permission of the person duly authorized by the Company.

(a) You shall not disclose, at any time to any person who is not employed, part of or associated with the Company; or use for any purpose that is not within the scope of his services, any Confidential Information, except in accordance with any written exception made by a duly authorized officer of the Company. Disclosures to the Persons employed or engaged by the Company or to those who are a part of or associated with the Company shall be made on a 'need-to-know' basis only.

(b) Notwithstanding the aforesaid provisions of this Section, You may disclose Confidential Information were compelled to do so, by any government, judicial or quasi-judicial authority; provided, however, that the Employee shall in such a case give the Company reasonable notice of any prospective disclosure and shall at the Company's sole cost and expense assist the Company in obtaining an exemption or protective order preventing such disclosure, Such notice shall be accompanied by a copy of the court order, subpoena, legal or regulatory request for a similar process.

(c) It is the express intention of the Parties hereto that the obligations of this Section shall survive the termination or expiration of this Agreement and the adherence to such covenants by You are an essential element of this Agreement and that any breach by You of any provision of this Section may result in irreparable injury to the Company. You acknowledge that in the event of such a breach, in addition to all other remedies available at law, the Company shall be entitled to equitable relief, including injunctive relief.

(d) You, at any time, upon request by the Company, shall within five (5) days of receipt of notice to that effect, and immediately upon termination of this Agreement, immediately, return all Confidential Information furnished to him, and any copies or extracts thereof to the Company.

AUGMEDIX
Rehumanizing Healthcare

Intellectual Property

"Intellectual property" includes

(i) all patents, trademarks, business processes, domain names, works of authorship, designs, utility models, and copyrights whether registered or unregistered, which are owned by the company or acquired or developed by the company in the course of its business, including. But not limited to moral rights and any similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and

(ii) all processes, inventions, ideas, programs, codes, software, algorithms, discovers, correspondence, trade secrets, database, know-how, creations or improvement upon, additions or any research effort relating to any of the above, whether registered able or not.

(a) You acknowledge that Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business-related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

(b) You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent, such rights do not vest immediately in the Company. You agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, and receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

AUGMEDIX
Rehumanizing Healthcare

Termination

(a) Termination of the employment for "cause". The Company may terminate your employment without notice in the event of non-performance, wilful or serious misconduct on the employee's part, which includes, but is not limited to, theft, fraud, misrepresentation, rude behaviour, disrespect towards colleagues, dishonesty assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of Company's policies.

(b) Termination of the employment without "cause"

During your probation period, the Company may terminate this agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the probation period, you may also terminate this agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment to the Company of salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, you shall also be liable to reimburse to the Company any joining bonus paid to you by the Company at the time of joining the employment of the Company.

(c) Termination of the employment by the Employee:

You may also terminate this agreement upon sixty days (60) of prior notice of termination. During the notice period, you will be required to hand over duties and responsibilities to the next hired candidate in his place. The Company may also relieve the Employee of any and all job duties, The Employee needs to strictly adhere to the notice period as the company reserves the right to legal proceedings against the Employee, for the non-completion of the notice period, if it deems fit.

(d) Termination in case the Employee is absconding from work:

In case you are absent from his official duty continuously for four or more days without any information, you shall be deemed to have left and relinquished the service on his own accord and such relinquishment of service shall be deemed as a repudiation of this Agreement by you and not a termination of services by the Company. In such circumstances, the company will have the discretion of adjusting salary against the notice period / any imprest dues of such abandonment. Also, you will have no claims to any compensation or salary thereof.

(e) Termination in case of Sexual Harassment by the Employee:

The Company has the right to terminate you if sexual harassment charges as proven against you. You are bound by the policy on Sexual Harassment of Employees drafted by the Company, Company's decision as the termination of Employees Services of Employment shall be final and legally binding on the Employee.

(f) Full and Final Settlement of the dues:

You will be responsible to obtain all necessary sign-offs on the clearance form from the concerned department heads. you will be further responsible for handing over all such documents to the Human Resource department on the last working day to enable the smooth processing of your final dues settlement. Formalities for settling the final dues will commence on submission of all the necessary documents and the settlement process will take a minimum of 30 to 45 days after the documents are submitted.

If upon termination you have taken more leaves than your entitlement. You will be required to reimburse the company in respect of the excess days taken and the company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay the such outstanding amount to the company.

Return of the Company Property

"Property" includes, but is not limited to the:

(i) internal memoranda, computer equipment (including software), training, materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property;

(ii) any real property, automobile, furniture, fixtures, fitting and furnishing, office equipment such as computers, printers, fax machines, telephones, communication equipment, and all other items being used by the company in the normal course of its business; and,

(iii) Any tangible expression of confidential information, including, without limitation, business plans, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

a. The Company's Property acquired by you after signing this Agreement shall be returned to the Company not later than the final date of the termination of your employment with the Company.

b. Until such time as all the Property is returned to the Company, the Company Shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at their discretion, deduct therefrom, the full value of the Property Calculated at its then replacement price. In addition, the Company may also take any other legal action against the Employee and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

c. You shall be liable to compensate the Company for any misuse or damage caused to the Property including electronic devices, books, pictures etc. of the Company. In case you fail to compensate the Company, the Company shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition, the Company may also take any other legal action against you and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

Employee Advances

If during your employment under this Agreement, you become indebted to the Company for any reason, the Company may if it so elects, set off any sum due to the Company from you against the Compensation payable to you and collect any remaining balance from his.

Governing Law

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

Miscellaneous

1. Employment conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

2. Travel

You shall travel to such places, within or outside India, as the company may from time to time require in relation to the Company's business.

3. Integration: Termination of Prior Employment Agreements:

This Agreement represents the entire agreement and understanding between the Parties as to the subject matter herein and supersedes in full all prior or contemporaneous agreements (including any prior employment agreements or offer letters or severance understanding with the Company, except for provisions in such agreements relating to confidential information and proprietary information) whether written or oral.

4 Minimum period of Employment.

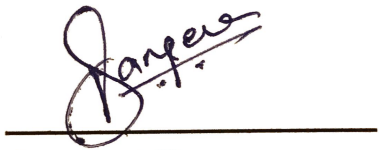
The Parties recognize and agree that the Employer is providing the specialized training to the Employee, with the understanding and expectation that the training will benefit Company in the course of employment and will enhance the skills of the Employee adding credits to his/her career. The employee also understands and agrees that the Employer will be spending upon such training and other costs attached to it. Therefore, to compensate such costs and efforts taken by the Employer on the imparting training to Employee, the employee assures that he/she shall not terminate employment before the expiry of not less than 24 (Twenty) months from the Effective Date of Employment.

This Agreement shall be concluded and effective on your delivering a signed copy of this agreement to us, provided that your compensation and other entitlements shall not begin to

accrue until you commence work for the company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the company on or before **3 days** from the date of issue of this offer letter failing which this offer stands automatically withdrawn by the company without any further notice to you.
Yours Sincerely,

For Augmedix Solutions Private Limited
CIN: U74999KA2019FTC121860



Jaswant Bangera
Head of India

Accepted

_____

Name:_____

Date:_____

AUGMEDIX
Rehumanizing Healthcare

Annexure A

Total CTC	**540,000**	**45,000**
	Annual	**Monthly**
Basic	270,000	22,500
HRA	108,000	9,000
LTA	22,500	1,875
Special Allowance	117,900	9,825
Sub Total (A)	**518,400**	**43,200**
Deductions		
PF	21,600	1,800
PT	2,400	200
ESI	-	-
Sub Total (B)	**24,000**	**2,000**
Net Pay (A-B)	**494,400**	**41,200**
Company Contributions		
Provident Fund	21,600	1,800
ESI	-	-
Gratuity	-	-
Medical Insurance	-	-
Sub Total (C)	**21,600**	**1,800**
CTC(A+C)	**540,000**	**45,000**

Note: ** Contribution to Provident fund shall be as per applicable laws and may vary in actuals.

AUGMEDIX

Date: 20/02/2023

Akshay B Shetty
Bangalore

Dear Akshay,

We are pleased to offer you the position of **Medical Documentation Specialist - trainee** with Augmedix Solutions Private Limited ("Company") commencing from **24/02/2023**. You will be a part of the Scribe Operations Team based out of Bangalore.

The terms and conditions of your employment with the Company shall be as follows:

Compensation and Other Benefits

1. Compensation: You shall receive gross monetary compensation of **INR 5,40,000/- (Five Lakh Forty Thousand Only)** per annum. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company. The detailed working Cost to the Company (CTC) is provided in Annexure A to the Letter. **All employees are required to undergo a 3-month training programme post joining the organization. During the training period, ie 3 months post joining and until the successful completion of DA (Doctor Approved Process), the monthly CTC will be 35,000, and the employee will be elevated to a monthly CTC of 45,000 INR upon the completion of the DA.**
2. Gratuity: You shall be entitled to payment of Gratuity as per the Company Policy and subject to the applicable law.
3. Provident Fund: In case the basic is more than the ceiling amount of Rs. 15,000/- per month PF optional, as prescribed under the PF Act, and you can opt for the same on joining. Coverage is mandatory for those who are already covered under the PF scheme.

4. Medical Insurance Scheme: You shall be eligible to participate in the Medical Insurance Scheme of the Company.
5. Leave: You shall be entitled to leaves in a calendar year in accordance with the Company Policy subject to the applicable law.
6. Working Hours: You will be required to work eight (8) hours a day excluding thirty (30) minutes break for lunch. The company practices a forty (40) hours work week. Subject to the applicable law, work timings, schedules and shifts may vary from time to time-based on customer service requirements and depend upon exigencies of business, as specified by the company from time to time, you may be required to work additional hours as appropriate to fulfil the responsibilities of your role.
7. Working Shift: You are required to work in Night Shift (i,e US shifts) as per the requirement of the client.
8. Taxes: All of the employee's compensation, including, but not limited to the Employee's Annual total compensation cost to the company and annual Bonus, if any, shall be subject to withholding for central, state or local employment-related taxes as applicable, including income and other similar taxes.

Confidentiality

"Confidential Information" Includes but is not limited to information which is or fairly can be considered to be of confidential nature, which is obtained whether (without limitation) in graphic, written, electronic or machine-readable form on any media, by the Employee; and whether or not the information is expressly stated to be confidential or marked as such, in writing (provided that the confidentiality of such information is reasonably apparent), and also includes all intellectual property (as defined below) and the following items (without limitation):

(i) Information of value or significance to the company, its subsidiaries, divisions, affiliates, customers or its competitors (present or potential) such as

a. Customer data, in particular, key contact names, addresses, business model, sales figures and sales conditions of the company and its past, present or prospective clients:
b. Business data, particularly data relating to new investment opportunities, products, services, promotion campaigns, distribution strategies, license agreements and joint ventures in which the company is involved:
c. Software data, particularly information relating to the software and the module thereof as well as any devices designed by the company to prevent unauthorized copying;
d. Financial data, in particular, concerning budgets, the fees and revenue calculation sales figures, financial statements, profit expectations and inventories of the Company or of its subsidiaries, division, affiliates, and customers; and
e. Any and all other information or materials or documents of a commercially sensitive nature relating to the Company's and/or its affiliates' operations, research, plans strategies, objectives, development, purchasing, marketing, and selling activities.

(ii) Original Information supplied by the Company;

(iii) Information not known to competitors of the Company nor intended by the company for general dissemination, including but not limited to, policies, strategies, the identity of various product-suppliers or service-providers, business models, investment strategies, billing schedules, needs of its clients, information as to the profitability as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees;

(iv) Any business or technical information relating to the Company, including but not limited to financial information, equipment, documentation, strategies, marketing plans, prospective leads or target accounts, pricing information, information relating to existing, previous and potential customers and contracts disclosed by the Company to the Employee;

But does not include:

(i) That which is in the public domain other than by the Employee's breach, of this Agreement, or of any other confidentiality agreement or non-disclosure agreement;

(ii) That which was previously known as established by written records of the Employee prior to receipt from the Company and in possession of the Employee prior to the data of this Agreement;

(iii) That which was lawfully obtained by the Employee from a third party; and

(iv) That which was developed independently by the Employee without reference to the Confidential Information provided by the Company.

No part of the confidential information (if required to be disclosed) should be disclosed to a third party without prior written permission of the person duly authorized by the Company.

(a) You shall not disclose, at any time to any person who is not employed, part of or associated with the Company; or use for any purpose that is not within the scope of his services, any Confidential Information, except in accordance with any written exception made by a duly authorized officer of the Company. Disclosures to the Persons employed or engaged by the Company or to those who are a part of or associated with the Company shall be made on a 'need-to-know' basis only.

(b) Notwithstanding the aforesaid provisions of this Section, You may disclose Confidential Information were compelled to do so, by any government, judicial or quasi-judicial authority; provided, however, that the Employee shall in such a case give the Company reasonable notice of any prospective disclosure and shall at the Company's sole cost and expense assist the Company in obtaining an exemption or protective order preventing such disclosure, Such notice shall be accompanied by a copy of the court order, subpoena, legal or regulatory request for a similar process.

(c) It is the express intention of the Parties hereto that the obligations of this Section shall survive the termination or expiration of this Agreement and the adherence to such covenants by You are an essential element of this Agreement and that any breach by You of any provision of this Section may result in irreparable injury to the Company. You

acknowledge that in the event of such a breach, in addition to all other remedies available at law, the Company shall be entitled to equitable relief, including injunctive relief.

(d) You, at any time, upon request by the Company, shall within five (5) days of receipt of notice to that effect, and immediately upon termination of this Agreement, immediately, return all Confidential Information furnished to him, and any copies or extracts thereof to the Company.

Intellectual Property

"Intellectual property" includes

(i) all patents, trademarks, business processes, domain names, works of authorship, designs, utility models, and copyrights whether registered or unregistered, which are owned by the company or acquired or developed by the company in the course of its business, including. But not limited to moral rights and any similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and

(ii) all processes, inventions, ideas, programs, codes, software, algorithms, discovers, correspondence, trade secrets, database, know-how, creations or improvement upon, additions or any research effort relating to any of the above, whether registered able or not.

(a) You acknowledge that Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business-related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

(b) You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To

the extent, such rights do not vest immediately in the Company. You agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, and receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

Termination

(a) Termination of the employment for "cause". The Company may terminate your employment without notice in the event of non-performance, wilful or serious misconduct on the employee's part, which includes, but is not limited to, theft, fraud, misrepresentation, rude behaviour, disrespect towards colleagues, dishonesty assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of Company's policies.

(b) Termination of the employment without "cause"

During your probation period, the Company may terminate this agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the probation period, you may also terminate this agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment to the Company of salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, you shall also be liable to reimburse to the Company any joining bonus paid to you by the Company at the time of joining the employment of the Company.

(c) Termination of the employment by the Employee:

You may also terminate this agreement upon sixty days (60) of prior notice of termination. During the notice period, you will be required to hand over duties and responsibilities to the next hired candidate in his place. The Company may also relieve the Employee of any and all job duties, The Employee needs to strictly adhere to the notice period as the company reserves the

right to legal proceedings against the Employee, for the non-completion of the notice period, if it deems fit.

(d) Termination in case the Employee is absconding from work:

In case you are absent from his official duty continuously for four or more days without any information, you shall be deemed to have left and relinquished the service on his own accord and such relinquishment of service shall be deemed as a repudiation of this Agreement by you and not a termination of services by the Company. In such circumstances, the company will have the discretion of adjusting salary against the notice period / any imprest dues of such abandonment. Also, you will have no claims to any compensation or salary thereof.

(e) Termination in case of Sexual Harassment by the Employee:

The Company has the right to terminate you if sexual harassment charges as proven against you. You are bound by the policy on Sexual Harassment of Employees drafted by the Company, Company's decision as the termination of Employees Services of Employment shall be final and legally binding on the Employee.

(f) Full and Final Settlement of the dues:

You will be responsible to obtain all necessary sign-offs on the clearance form from the concerned department heads. you will be further responsible for handing over all such documents to the Human Resource department on the last working day to enable the smooth processing of your final dues settlement. Formalities for settling the final dues will commence on submission of all the necessary documents and the settlement process will take a minimum of 30 to 45 days after the documents are submitted.

If upon termination you have taken more leaves than your entitlement. You will be required to reimburse the company in respect of the excess days taken and the company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay the such outstanding amount to the company.

Return of the Company Property

"Property" includes, but is not limited to the:

(i) internal memoranda, computer equipment (including software), training, materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property;

(ii) any real property, automobile, furniture, fixtures, fitting and furnishing, office equipment such as computers, printers, fax machines, telephones, communication equipment, and all other items being used by the company in the normal course of its business; and,

(iii) Any tangible expression of confidential information, including, without limitation, business plans, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

a. The Company's Property acquired by you after signing this Agreement shall be returned to the Company not later than the final date of the termination of your employment with the Company.
b. Until such time as all the Property is returned to the Company, the Company Shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at their discretion, deduct therefrom, the full value of the Property Calculated at its then replacement price. In addition, the Company may also take any other legal action against the Employee and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.
c. You shall be liable to compensate the Company for any misuse or damage caused to the Property including electronic devices, books, pictures etc. of the Company. In case you fail to compensate the Company, the Company shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition,

the Company may also take any other legal action against you and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

Employee Advances

If during your employment under this Agreement, you become indebted to the Company for any reason, the Company may if it so elects, set off any sum due to the Company from you against the Compensation payable to you and collect any remaining balance from his.

Governing Law

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

Miscellaneous

1. Employment conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

2. Travel

You shall travel to such places, within or outside India, as the company may from time to time require in relation to the Company's business.

3. Integration: Termination of Prior Employment Agreements:

This Agreement represents the entire agreement and understanding between the Parties as to the subject matter herein and supersedes in full all prior or contemporaneous agreements (including any prior employment agreements or offer letters or severance understanding with the Company, except for provisions in such agreements relating to confidential information and proprietary information) whether written or oral.

4 Minimum period of Employment.

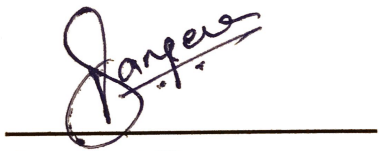
The Parties recognize and agree that the Employer is providing the specialized training to the Employee, with the understanding and expectation that the training will benefit Company in the course of employment and will enhance the skills of the Employee adding credits to his/her career. The employee also understands and agrees that the Employer will be spending upon such training and other costs attached to it. Therefore, to compensate such costs and efforts taken by the Employer on the imparting training to Employee, the employee assures that he/she shall not terminate employment before the expiry of not less than 24 (Twenty) months from the Effective Date of Employment.

AUGMEDIX

This Agreement shall be concluded and effective on your delivering a signed copy of this agreement to us, provided that your compensation and other entitlements shall not begin to accrue until you commence work for the company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the company on or before 3 days from the date of issue of this offer letter failing which this offer stands automatically withdrawn by the company without any further notice to you.
Yours Sincerely,

For Augmedix Solutions Private Limited
CIN: U74999KA2019FTC121860



Jaswant Bangera
Head of India

Accepted

_____

Name:_____

Date:_____

AUGMEDIX

Annexure A

Total CTC	**540,000**	**45,000**
	Annual	Monthly
Basic	270,000	22,500
HRA	108,000	9,000
LTA	22,500	1,875
Special Allowance	117,900	9,825
Sub Total (A)	**518,400**	**43,200**
Deductions		
PF	21,600	1,800
PT	2,400	200
ESI	-	-
Sub Total (B)	24,000	2,000
Net Pay (A-B)	**494,400**	**41,200**
Company Contributions		
Provident Fund	21,600	1,800
ESI	-	-
Gratuity	-	-
Medical Insurance	-	-
Sub Total (C)	21,600	1,800
CTC(A+C)	**540,000**	**45,000**

Note: ** Contribution to Provident fund shall be as per applicable laws and may vary in actuals.

AUGMEDIX
Rehumanizing Healthcare

Date: 20/01/2023

Neha P
Bangalore

Dear **Neha,**

We are pleased to offer you the position of **Medical Documentation Specialist - trainee** with Augmedix Solutions Private Limited ("Company") commencing from **25/01/2023.** You will be a part of the Scribe Operations Team based out of Bangalore.

The terms and conditions of your employment with the Company shall be as follows:

Compensation and Other Benefits

1. Compensation: You shall receive gross monetary compensation of **INR 5,40,000/- (Five Lakh Forty Thousand Only)** per annum. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company. The detailed working Cost to the Company (CTC) is provided in Annexure A to the Letter. **All employees are required to undergo a 3-month training programme post joining the organization. During the training period, ie 3 months post joining and until the successful completion of DA (Doctor Approved Process), the monthly CTC will be 35,000, and the employee will be elevated to a monthly CTC of 45,000 INR upon the completion of the DA.**

2. Gratuity: You shall be entitled to payment of Gratuity as per the Company Policy and subject to the applicable law.

3. Provident Fund: In case the basic is more than the ceiling amount of Rs. 15,000/- per month PF optional, as prescribed under the PF Act, and you can opt for the same on joining. Coverage is mandatory for those who are already covered under the PF scheme.

4. Medical Insurance Scheme: You shall be eligible to participate in the Medical Insurance Scheme of the Company.

5. Leave: You shall be entitled to leaves in a calendar year in accordance with the Company Policy subject to the applicable law.

6. Working Hours: You will be required to work eight (8) hours a day excluding thirty (30) minutes break for lunch. The company practices a forty (40) hours work week. Subject to the applicable law, work timings, schedules and shifts may vary from time to time-based on customer service requirements and depend upon exigencies of business, as specified by the company from time to time, you may be required to work additional hours as appropriate to fulfil the responsibilities of your role.

7. Working Shift: You are required to work in Night Shift (i,e US shifts) as per the requirement of the client.

8. Taxes: All of the employee's compensation, including, but not limited to the Employee's Annual total compensation cost to the company and annual Bonus, if any, shall be subject to withholding for central, state or local employment-related taxes as applicable, including income and other similar taxes.

Confidentiality

"Confidential Information" Includes but is not limited to information which is or fairly can be considered to be of confidential nature, which is obtained whether (without limitation) in graphic, written, electronic or machine-readable form on any media, by the Employee; and whether or not the information is expressly stated to be confidential or marked as such, in writing (provided that the confidentiality of such information is reasonably apparent), and also includes all intellectual property (as defined below) and the following items (without limitation):

(i) Information of value or significance to the company, its subsidiaries, divisions, affiliates, customers or its competitors (present or potential) such as

   a. Customer data, in particular, key contact names, addresses, business model, sales figures and sales conditions of the company and its past, present or prospective clients;

   b. Business data, particularly data relating to new investment opportunities, products, services, promotion campaigns, distribution strategies, license agreements and joint ventures in which the company is involved:

c. Software data, particularly information relating to the software and the module thereof as well as any devices designed by the company to prevent unauthorized copying;

d. Financial data, in particular, concerning budgets, the fees and revenue calculation sales figures, financial statements, profit expectations and inventories of the Company or of its subsidiaries, division, affiliates, and customers; and

e. Any and all other information or materials or documents of a commercially sensitive nature relating to the Company's and/or its affiliates' operations, research, plans strategies, objectives, development, purchasing, marketing, and selling activities.

(ii) Original Information supplied by the Company;

(iii) Information not known to competitors of the Company nor intended by the company for general dissemination, including but not limited to, policies, strategies, the identity of various product-suppliers or service-providers, business models, investment strategies, billing schedules, needs of its clients, information as to the profitability as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees;

(iv) Any business or technical information relating to the Company, including but not limited to financial information, equipment, documentation, strategies, marketing plans, prospective leads or target accounts, pricing information, information relating to existing, previous and potential customers and contracts disclosed by the Company to the Employee;

But does not include:

(i) That which is in the public domain other than by the Employee's breach, of this Agreement, or of any other confidentiality agreement or non-disclosure agreement;

(ii) That which was previously known as established by written records of the Employee prior to receipt from the Company and in possession of the Employee prior to the data of this Agreement;

(iii) That which was lawfully obtained by the Employee from a third party; and

(iv) That which was developed independently by the Employee without reference to the Confidential Information provided by the Company.

No part of the confidential information (if required to be disclosed) should be disclosed to a third party without prior written permission of the person duly authorized by the Company.

(a) You shall not disclose, at any time to any person who is not employed, part of or associated with the Company; or use for any purpose that is not within the scope of his services, any Confidential Information, except in accordance with any written exception made by a duly authorized officer of the Company. Disclosures to the Persons employed or engaged by the Company or to those who are a part of or associated with the Company shall be made on a 'need-to-know' basis only.

(b) Notwithstanding the aforesaid provisions of this Section, You may disclose Confidential Information were compelled to do so, by any government, judicial or quasi-judicial authority; provided, however, that the Employee shall in such a case give the Company reasonable notice of any prospective disclosure and shall at the Company's sole cost and expense assist the Company in obtaining an exemption or protective order preventing such disclosure, Such notice shall be accompanied by a copy of the court order, subpoena, legal or regulatory request for a similar process.

(c) It is the express intention of the Parties hereto that the obligations of this Section shall survive the termination or expiration of this Agreement and the adherence to such covenants by You are an essential element of this Agreement and that any breach by You of any provision of this Section may result in irreparable injury to the Company. You acknowledge that in the event of such a breach, in addition to all other remedies available at law, the Company shall be entitled to equitable relief, including injunctive relief.

(d) You, at any time, upon request by the Company, shall within five (5) days of receipt of notice to that effect, and immediately upon termination of this Agreement, immediately, return all Confidential Information furnished to him, and any copies or extracts thereof to the Company.

AUGMEDIX
Rehumanizing Healthcare

Intellectual Property

"Intellectual property" includes

(i) all patents, trademarks, business processes, domain names, works of authorship, designs, utility models, and copyrights whether registered or unregistered, which are owned by the company or acquired or developed by the company in the course of its business, including. But not limited to moral rights and any similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and

(ii) all processes, inventions, ideas, programs, codes, software, algorithms, discovers, correspondence, trade secrets, database, know-how, creations or improvement upon, additions or any research effort relating to any of the above, whether registered able or not.

(a) You acknowledge that Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business-related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

(b) You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent, such rights do not vest immediately in the Company. You agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, and receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

AUGMEDIX
Rehumanizing Healthcare

Termination

(a) Termination of the employment for "cause". The Company may terminate your employment without notice in the event of non-performance, wilful or serious misconduct on the employee's part, which includes, but is not limited to, theft, fraud, misrepresentation, rude behaviour, disrespect towards colleagues, dishonesty assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of Company's policies.

(b) Termination of the employment without "cause"

During your probation period, the Company may terminate this agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the probation period, you may also terminate this agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment to the Company of salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, you shall also be liable to reimburse to the Company any joining bonus paid to you by the Company at the time of joining the employment of the Company.

(c) Termination of the employment by the Employee:

You may also terminate this agreement upon sixty days (60) of prior notice of termination. During the notice period, you will be required to hand over duties and responsibilities to the next hired candidate in his place. The Company may also relieve the Employee of any and all job duties, The Employee needs to strictly adhere to the notice period as the company reserves the right to legal proceedings against the Employee, for the non-completion of the notice period, if it deems fit.

(d) Termination in case the Employee is absconding from work:

In case you are absent from his official duty continuously for four or more days without any information, you shall be deemed to have left and relinquished the service on his own accord and such relinquishment of service shall be deemed as a repudiation of this Agreement by you and not a termination of services by the Company. In such circumstances, the company will have the discretion of adjusting salary against the notice period / any imprest dues of such abandonment. Also, you will have no claims to any compensation or salary thereof.

(e) Termination in case of Sexual Harassment by the Employee:

The Company has the right to terminate you if sexual harassment charges as proven against you. You are bound by the policy on Sexual Harassment of Employees drafted by the Company, Company's decision as the termination of Employees Services of Employment shall be final and legally binding on the Employee.

(f) Full and Final Settlement of the dues:

You will be responsible to obtain all necessary sign-offs on the clearance form from the concerned department heads. you will be further responsible for handing over all such documents to the Human Resource department on the last working day to enable the smooth processing of your final dues settlement. Formalities for settling the final dues will commence on submission of all the necessary documents and the settlement process will take a minimum of 30 to 45 days after the documents are submitted.

If upon termination you have taken more leaves than your entitlement. You will be required to reimburse the company in respect of the excess days taken and the company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay the such outstanding amount to the company.

Return of the Company Property

"Property" includes, but is not limited to the:

(i) internal memoranda, computer equipment (including software), training, materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property;

(ii) any real property, automobile, furniture, fixtures, fitting and furnishing, office equipment such as computers, printers, fax machines, telephones, communication equipment, and all other items being used by the company in the normal course of its business; and,

(iii) Any tangible expression of confidential information, including, without limitation, business plans, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

a. The Company's Property acquired by you after signing this Agreement shall be returned to the Company not later than the final date of the termination of your employment with the Company.

b. Until such time as all the Property is returned to the Company, the Company Shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at their discretion, deduct therefrom, the full value of the Property Calculated at its then replacement price. In addition, the Company may also take any other legal action against the Employee and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

c. You shall be liable to compensate the Company for any misuse or damage caused to the Property including electronic devices, books, pictures etc. of the Company. In case you fail to compensate the Company, the Company shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition, the Company may also take any other legal action against you and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

Employee Advances

If during your employment under this Agreement, you become indebted to the Company for any reason, the Company may if it so elects, set off any sum due to the Company from you against the Compensation payable to you and collect any remaining balance from his.

Governing Law

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

Miscellaneous

1. Employment conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

2. Travel

You shall travel to such places, within or outside India, as the company may from time to time require in relation to the Company's business.

3. Integration: Termination of Prior Employment Agreements:

This Agreement represents the entire agreement and understanding between the Parties as to the subject matter herein and supersedes in full all prior or contemporaneous agreements (including any prior employment agreements or offer letters or severance understanding with the Company, except for provisions in such agreements relating to confidential information and proprietary information) whether written or oral.

4 Minimum period of Employment.

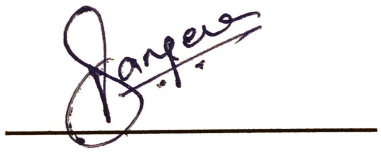
The Parties recognize and agree that the Employer is providing the specialized training to the Employee, with the understanding and expectation that the training will benefit Company in the course of employment and will enhance the skills of the Employee adding credits to his/her career. The employee also understands and agrees that the Employer will be spending upon such training and other costs attached to it. Therefore, to compensate such costs and efforts taken by the Employer on the imparting training to Employee, the employee assures that he/she shall not terminate employment before the expiry of not less than 24 (Twenty) months from the Effective Date of Employment.

This Agreement shall be concluded and effective on your delivering a signed copy of this agreement to us, provided that your compensation and other entitlements shall not begin to

accrue until you commence work for the company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the company on or before **3 days** from the date of issue of this offer letter failing which this offer stands automatically withdrawn by the company without any further notice to you.
Yours Sincerely,

For Augmedix Solutions Private Limited
CIN: U74999KA2019FTC121860



Jaswant Bangera
Head of India

Accepted

_____

Name:_____

Date:_____

AUGMEDIX
Rehumanizing Healthcare

Annexure A

Total CTC	**540,000**	**45,000**
	Annual	**Monthly**
Basic	270,000	22,500
HRA	108,000	9,000
LTA	22,500	1,875
Special Allowance	117,900	9,825
Sub Total (A)	**518,400**	**43,200**
Deductions		
PF	21,600	1,800
PT	2,400	200
ESI	-	-
Sub Total (B)	**24,000**	**2,000**
Net Pay (A-B)	**494,400**	**41,200**
Company Contributions		
Provident Fund	21,600	1,800
ESI	-	-
Gratuity	-	-
Medical Insurance	-	-
Sub Total (C)	**21,600**	**1,800**
CTC(A+C)	**540,000**	**45,000**

Note: ** Contribution to Provident fund shall be as per applicable laws and may vary in actuals.

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates list

Jobs Auriga <jobs@aurigaresearch.com> Thu, Jul 7, 2022 at 5:03 PM
To: "savithakp@dayanandasagar.edu" <savithakp@dayanandasagar.edu>

Dear Madam,

Hai, this is Lakshmi from Auriga Research Pvt Ltd Bangalore,. These are the candidates selected for the post of Trainee Analyst for your reference.
1. Manasa A
2. Akash H C
3. Rakshith R
4. N M Praneetha
5. Ananya K S
6. Gajendra K
7. Nidhish P

--



Lakshmi S J
HR Executive
Auriga Research Pvt. Ltd
136, 6th Cross Road, 2nd Stage,
Yeshwanthpur Industrial Suburb II, Bengaluru- 560022
Karnataka
India
E-mail: jobs@aurigaresearch.com
Mobile:+91 6366550683
Ph : 080-35229344
Website: https://aurigaresearch.com/

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates list

Jobs Auriga <jobs@aurigaresearch.com> Thu, Jul 7, 2022 at 5:03 PM
To: "savithakp@dayanandasagar.edu" <savithakp@dayanandasagar.edu>

Dear Madam,

Hai, this is Lakshmi from Auriga Research Pvt Ltd Bangalore,. These are the candidates selected for the post of Trainee Analyst for your reference.
1. Manasa A
2. Akash H C
3. Rakshith R
4. N M Praneetha
5. Ananya K S
6. Gajendra K
7. Nidhish P

--



Lakshmi S J
HR Executive
Auriga Research Pvt. Ltd
136, 6th Cross Road, 2nd Stage,
Yeshwanthpur Industrial Suburb II, Bengaluru- 560022
Karnataka
India
E-mail: jobs@aurigaresearch.com
Mobile:+91 6366550683
Ph : 080-35229344
Website: https://aurigaresearch.com/

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates list

Jobs Auriga <jobs@aurigaresearch.com> Thu, Jul 7, 2022 at 5:03 PM
To: "savithakp@dayanandasagar.edu" <savithakp@dayanandasagar.edu>

Dear Madam,

Hai, this is Lakshmi from Auriga Research Pvt Ltd Bangalore,. These are the candidates selected for the post of Trainee Analyst for your reference.
1. Manasa A
2. Akash H C
3. Rakshith R
4. N M Praneetha
5. Ananya K S
6. Gajendra K
7. Nidhish P

--



Lakshmi S J
HR Executive
Auriga Research Pvt. Ltd
136, 6th Cross Road, 2nd Stage,
Yeshwanthpur Industrial Suburb II, Bengaluru- 560022
Karnataka
India
E-mail: jobs@aurigaresearch.com
Mobile:+91 6366550683
Ph : 080-35229344
Website: https://aurigaresearch.com/

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates list

Jobs Auriga <jobs@aurigaresearch.com> Thu, Jul 7, 2022 at 5:03 PM
To: "savithakp@dayanandasagar.edu" <savithakp@dayanandasagar.edu>

Dear Madam,

Hai, this is Lakshmi from Auriga Research Pvt Ltd Bangalore,. These are the candidates selected for the post of Trainee Analyst for your reference.
1. Manasa A
2. Akash H C
3. Rakshith R
4. N M Praneetha
5. Ananya K S
6. Gajendra K
7. Nidhish P

--



Lakshmi S J
HR Executive
Auriga Research Pvt. Ltd
136, 6th Cross Road, 2nd Stage,
Yeshwanthpur Industrial Suburb II, Bengaluru- 560022
Karnataka
India
E-mail: jobs@aurigaresearch.com
Mobile:+91 6366550683
Ph : 080-35229344
Website: https://aurigaresearch.com/

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Selected Candidates list

Jobs Auriga <jobs@aurigaresearch.com> Thu, Jul 7, 2022 at 5:03 PM
To: "savithakp@dayanandasagar.edu" <savithakp@dayanandasagar.edu>

Dear Madam,

Hai, this is Lakshmi from Auriga Research Pvt Ltd Bangalore,. These are the candidates selected for the post of Trainee Analyst for your reference.
1. Manasa A
2. Akash H C
3. Rakshith R
4. N M Praneetha
5. Ananya K S
6. Gajendra K
7. Nidhish P

--



Lakshmi S J
HR Executive
Auriga Research Pvt. Ltd
136, 6th Cross Road, 2nd Stage,
Yeshwanthpur Industrial Suburb II, Bengaluru- 560022
Karnataka
India
E-mail: jobs@aurigaresearch.com
Mobile:+91 6366550683
Ph : 080-35229344
Website: https://aurigaresearch.com/

Ref: BBIL/HR/LET_OFR/7282
Date: 08/12/2022

Ms. Prachi Jain
No 28, Dhanlakshmi Layout Sampige road

Karnataka - 560097

Dear Prachi,

Subject: Letter of offer for employment

Further to the interview you had with us, we are pleased to offer you employment in our organization as EXECUTIVE in RND-PS-CELL CULTURE.
Your base location would be: Bangalore

Attached to this email offer are the following:

a. Annexure 1 - Detailed Emoluments.
b. Annexure 2 - Key Policies and Benefits..
c. Terms and Conditions of Employment

You may confirm your acceptance of this offer by responding to this email.

We look forward to your acceptance of offer and request you to join us on 08/22/2022 **at 8.30 AM.**

You would be issued a detailed appointment letter once you join our organization.

For any queries / concern please reach out to,

Name: ISHITA MUKHERJEE
Email ID: ISHITA.MUKHERJEE101@BIOCON.COM

Please ensure that all declarations are true, failing which the company holds the rights to revoke the offer/ appointment. As a policy a detailed Employee Background Verification is done for all employees who join Biocon Group.

This offer stands withdrawn, in case you do not confirm your acceptance (in writing or through an email) within seven days from the date of this letter. Consequently you will not have any further claim for employment with us.

This offer is subject to your medical fitness as per the rules of the company. Further to your offer acceptance you will be required to complete Pre-employment Medical Check up.

Please Note : On your date of joining , it is mandatory for you to produce an acknowledged copy of your resignation letter or the relieving letter from your last employer.

This offer is subject to you clearing the final semester examinations without any backlogs. In the event you do not clear the final semester examinations or your overall %/CGPA is below 6.5, your offer shall stand revoked immediately and , in an event, where you have already joined the Company, the Company shall have the liberty to terminate your employment forthwith in terms the appointment letter /employment agreement and the applicable Company's policies.

Thanking You,

Yours faithfully,

For Biocon Biologics Limited ,

AMITAVA SAHA
PRESIDENT- HR

Gmail varshini.11199srini@gmail.com

99+
Mail
Chat
Spaces
Meet

Compose

Inbox 1,660
Starred
Snoozed
Sent
Drafts 261
More

Labels

Daughters 1
ONLINE Difficulties COVI...
Placement DSU 2019 13

OFFER OF INTERNSHIP

Dear VARSHINI SRINI,

Congratulations!

We are pleased to offer you an Internship at our Biocon Biologics Limited from 16/02/2023 to16/08/2023 in our QC BIOSIMILARS department.

HEMAVATHI M S will be your Project Guide during the internship.

You are entitled for a stipend of Rs. 10000(Rupees Ten Thousand Only.) per month during your internship

Please click on the link below to accept or reject the offer.

Intern Career Portal

Please note: This offer of Internship is valid for 7 days within which you need to confirm your acceptance to us. In case, you fail to do so, or do not report on the date of joining as mutually agreed, the offer would stand cancelled.

BIONEEDS

Ref: BIO/HR/PCD/OL-1444/2022-23

Date: 26th August 2022

OFFER LETTER

Dear Manikanta,

On behalf of the management, we are pleased to offer you a position in our organization on the following terms and conditions:

Position: Junior Executive

Department: Business Development

Location: Peenya, Bangalore

You will be entitled to a compensation of Rs. 2.86 lakh per annum on cost to the company basis and the detailed breakup of the compensation package is attached as Annexure I.

This offer of employment is valid subject to satisfactory completion of reference / background verification of your credentials related to your educational qualifications and professional experience.

The appointment is effective from the date of your joining and we request you to join **on 01st September 2022**. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

Please confirm your acceptance of our offer by signing a copy of this letter and advice the date by which you will join our organization. It is understood that we will mutually keep this offer as CONFIDENTIAL, till the time you are on board with us.

You are expected to confirm acceptance of this offer in writing within seven days from the date of offer, or this offer will be deemed to have been withdrawn and consequently you will not have any further claim for employment with us.

We take pleasure in welcoming you to our organization and are confident that your period of association with us will be long, pleasant and mutual benefit.

Yours truly

For **Bioneeds India Private Limited**

26/08/2022

BIONEEDS INDIA PRIVATE LIMITED BANGALORE RURAL-562111

Dr. S.N. Vinaya Babu
Managing Director

I confirm acceptance of your above offer and will join your organization by date: _____

BIONEEDS INDIA PRIVATE LIMITED (CIN: U01409KA2007PTC042282)
Reg. Off. & Facility: Devarahosahalll, Sompura Hobali, Nelamangala Taluk, Bangalore Rural District. Karnataka,
Mob: 09844457677 Phone: 0816-2214400 Fax: 0816-2214444 Email: bioneeds@bioneeds.in
Executive Office: Plot #3, Peenya Industrial Area, 1st Main Road, 1st Stage, Bangalore – 560058 INDIA

Scanned by TapScanner

Cancerbaba Private Limited

(A Wholly owned subsidiary of Navya Networks Inc, Cambridge, MA 02138, USA)

Date: April 01, 2022

Dear Ms. Swetha,

Subject: Internship Offer Letter

It was a pleasure for us to speak with you and discuss on your potential employment with our organization, Cancerbaba Pvt Ltd. We are pleased to offer you the position of **Intern - Patient Advocate**.

Should you accept this offer, you will be eligible to receive **Rs.15000.00** (Rupees Fifteen Thousand per month)

We shall expect you to commence your employment not later than April 11, 2022. The term of this internship is for six months i.e from April 11, 2022 to October 10 2022

In order to accept this offer, please sign below and send us this offer letter not later than 6 April, 2022. You can email a scanned copy to us at this time or bring in-person on your date of Joining, on April 11, 2022

Migration and internal transfer within the clinical teams will be applicable based on new or existing project requirements.

We are excited to welcome you aboard!

Sincerely,



Haseen. Taj
Office Manager
Cancerbaba Pvt. Ltd.

By signing and dating this letter below, I, Swetha L , accept the aforementioned Internship offer made by Cancerbaba Private Limited.

Signature:

Swetha L

Date:

B-111, The Icon Apartments, DLF City, Phase 5, Gurgaon, Haryana, India 122009
Phone: 8088097888, Email: cancerbaba@navyanetwork.com

Hyderabad,
17th June 2022

Dear Swetha,

Sub: Offer Letter

With reference to the evaluation of your application with us for an employment, we are pleased to offer you a role of "**Associate, Product Analysis"** in Hansa Solutions India Private Limited.

Your initial place of reporting will be in Hyderabad. However, you might have to work location at client i.e.Mumbai or any other location as decided by the company from time to time.

In the event of you resigning from your position at Hansa Solutions within 2 years from your date of joining under any circumstances, you agreed to pay Rs. 2,00,000/- to Hansa Solutions. However, as the years pass by, the amount to be paid will vary as the payable amount will be computed on a yearly prorated basis.

Your appointment will be governed by the terms and conditions of employment rules of the company, regulations and practices in vogue in the company and those that may change from time to time. Your compensation is **highly confidential** and if the need arises, you may discuss it with your HR Manager only.

At the time of joining, please submit the following documents:

- ✓ Photocopy of your education certificates and mark sheets from 10th onwards.
- ✓ Photocopy of your Passport. If not available, should acquire at the earliest.
- ✓ Relieving letter from your previous employer and last drawn pay slip OR Conduct Certificate from the last educational institute, whichever is applicable.
- ✓ Three recent passport size and two stamp size color photographs.
- ✓ Permanent Account Number (PAN) along with the original card
- ✓ Duly signed acknowledged copy of the offer letter.

After accepting this offer, you are required to be registered with the National Skills Registry (NSR) and provide the ITPIN number within 3 months of your joining.



For Hansa Solutions India Private Limited,

Acceptance Signature
Date:

Annexure A

CTC BREAKUP

Name	Swetha
Designation	**Associate, Product Analysis**
Joining Date	28th June 2022
Probation Period	06 months

Salary Components	Per Month	Per Annum
Basic	13,335	1,60,014
HRA	6,667	80,007
Life Style Allowance	5,667	68,006
Conveyance Allowance	4,000	48,004
Food Allowance	3,667	44,004
Monthly Gross Salary	**33,336**	**4,00,035**
Performance Incentive		**20,002**
Provident Fund		**19,202**
Medical Insurance		**5,000**
Gratuity		**7,697**
		-
Cost to the company		**4,51,936**

We take this opportunity to thank you for joining Hansa Solutions & wish a long lasting mutually beneficial association.

We look forward for your excellent contribution and support to build your career in our Company and growth of the Company as well. Should you have any further questions or clarifications, please reach us at hrteam@hansasolutions.com.



For Hansa Solutions India Private Limited

Acceptance Signature
Date:

Note: Your appointment is subject to satisfactory professional reference checks.

canopus

Canopus Wet Wipes Pvt Ltd

Factory : B-54, Printech Park Cluster
KIADB Industrial Area, PO Harohalli : 562 112
Kanakapura Taluk, Ramanagara Dist. Karnataka
E-mail : kulkarni@canopuswetwipes.com
Phone : 080-2975 3777 Factorty : 080-2976 0022
GST : 29AAGCC8352E1ZJ
CIN : U21099KA2017PTC100653

Ref.: Canopus/Offer Letter/2022-23

Date: 01-09-2022

Dear Miss Roshini F
Perresandra
chikkaballapura dist
Karnrataka

With reference to your Bio-Data and the subsequent interview you had with us, on 5th august 2022,with the undersigned is pleased to appoint you as" **Intern Micro biologist"** at our Factory B-54. PPC, PHASE 1 KIADB INDUSTRAIL ESTATE. PO HAROHALLI. DIST RAMANAGARA – 562112 BANGALORE RURAL

On a total emolument of Rs- 15000 CTC/Month All-inclusive on "Cost to Company Basis". You will be joining the duties on or before 5th sept 2022, You will be given training in for period of 12 months from the date of joining, then you will be confirmed on regular services after one year training completion of Regular MICROBIOLOGIST as per rule prevailing at that time .

You will be issued a formal appointment letter after on joining duty.
Kindly acknowledge receipt of this letter in token of your acceptance of offer

Thanking you

Yours faithfully,

FOR CANOPUS WET WIPES PVT LTD.

Canopus Wet Wipes Pvt Ltd Harohalli 562112

ASHOK KULKARNI
FOUNDER & DIRECTOR

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Celegence Offer Proposal - Yashaswini R - Junior Associate

Venkatagiri Bhanu Prakash <vprakash@celegence.com> Fri, May 20, 2022 at 7:06 PM
To: "yashsiri18@gmail.com" <yashsiri18@gmail.com>
Cc: Savitha K P <savithakp@dayanandasagar.edu>, "Smiline Arokya Pradeepa.J" <spradeepa@celegence.com>

Dear Yashaswini,

Congratulations! I am pleased to confirm that we would like to make an offer.
Position: - **Junior Associate**
Cost to the company: **2,80,000 INR per annum**

Start date : Kindly confirm start date



CONFIDENTIAL

COMPENSATION BREAKUP

Name: Yashaswini R
Desig: Junior Associate

A	**MONTHLY SALARY**	Rs./Ps.
1	Basic	14,000
2	Dearness Allowance	1,050
3	House Rent Allowance	4,433
4	Bonus	525
	SUB TOTAL	***20,008***
B	**ANNUAL REIMB. & ALLOWANCES (PAYABLE MONTHLY)**	
1	Children Educational Allowance	400
2	Leave Travel Assistance	933
3	Special Allowances	186
	SUB TOTAL	***1,519***
	GROSS (A + B)	**21,527**
C	**BENEFITS**	
	Company contribution towards PF	1,806
	MONTHLY GROSS (*including Company contribution towards PF*)	**23,333**
	Annual Total	**2,80,000**

Notes:

a. Coverage Under Personal Accident for Self

b. Coverage Under Group Hospitalization / Mediclaim Insurance for Self (Spouse & 2 Children, if married)

c. Compensation package is subject to TDS as per prevailing IT norms

d. Gratuity payable as per The Payment of Gratuity Act

I look forward to hearing back from you on your decision . Please confirm your acceptance for us to proceed further with release the offer of employment.

Regards
Bhanu
9606354748

ciirc®
CENTRE FOR INCUBATION, INNOVATION, RESEARCH AND CONSULTANCY
(A Joint Initiative of Sri Sharada Peetham, Sringeri and Jyothy Institute of Technology, Bengaluru)
Mob : 98807 53622
Tel : 080-2843 5717
Fax : 080-2842 7070

30th June, 2022

Ms. Kavya T. R.
Thattiguppe (V), Bijjahalli (P),
Kodihalli (H), Kanakapura (T),
Ramanagara (D),
Karnataka – 562 119.

Dear **Kavya T. R.,**

We have pleasure in offering you in **CIIRC,** the post of **Research Fellow** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management from time to time.

1. **Appointment:**

   a. Your date of appointment is effective from the date of joining which shall be on or before **5th July 2022.**
   b. The terms of appointment are purely contractual and for a period of one year only from the date of your joining and you shall be paid a consolidated Fellowship. The fellowship maybe renewable depending on performance and mutual acceptance.

   c. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the institution. You will be governed by the terms and conditions of service applicable to the new assignment.

2. **Compensation:**

   a. You will be paid a consolidated Fellowship of Rs.15000/-

Mob : 98807 53622
Tel : 080-2843 5717
Fax : 080-2842 7070

3. **Responsibilities:**

   a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.

   b. You shall ensure that you will comply with all the policies of the organization. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organization may effect from time to time and comply with the same.

   c. It also becomes your responsibility to bring to the notice of the management, any such violations to the policies, committed by any other member in the organization.

   d. You may be required to undertake travel on behalf of the organization for which you will be reimbursed Travel Expenses

4. **Leave:**

   a. You shall be eligible to such leave as is admissible under the Leave policy of the organization in force from time to time.

5. **Conflict of Interest:**

   a. You are required to engage yourself exclusively in the work assigned by the organization and shall not take up any other part time or full time employment with any other organization

   b. You shall not engage in any such activity directly or indirectly that will affect the interests of the organization directly or indirectly

6. **Confidentiality:**

   a. As a member of the organization, you may gain access to such information that may be considered "confidential" by the organization. Therefore you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

Mob : 98807 53622
Tel : 080-2843 5717
Fax : 080-2842 7070

7. **General:**

   a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice.

8. **Notice period:**

   a. This contract is terminable without reasons, by either party giving one month's notice. The organization reserves the right to pay or recover the salary in lieu of the notice period.

   b. The organization may also relieve you at its discretion from such date prior to expiry of the notice period without assigning reasons.

9. **On Separation:**

   a. On acceptance of separation notice, you shall ensure to handover all the materials of the organization in your possession that includes library books, presentation materials, data, literature, drawings, and documents belonging to the organization. You shall not make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We look forward to your contribution to the growth of you and this organization and a successful career with us.

Yours Sincerely

For **CIIRC**,

Director

I agree to accept employment on the terms and conditions mentioned in the above letter:

Place:

Signature:

Date:

Name:

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Auriga offer letter

Manasa A <manasanarayan205@gmail.com> Wed, Jun 29, 2022 at 3:35 PM
To: savithakp@dayanandasagar.edu

Dear Manasa,

Congratulations!

With reference to your application for an employment in our organization and subsequent interview with you, we are pleased to offer you the position of “Trainee – Quality Control” and your stipend Package Rs. 14,000/- per month (Consolidated no other extra benefits). You are advised to fulfill the HR formalities on the date you’re joining.

1. Reporting Date and Documents: You are requested to join the Organization on or before 03/07/2022 and you are required to furnish the following documents to the Human Resources Department.

1. Original and Xerox Copy of Professional Qualification

2. Original & Xerox Copy of Aadhar Card

3. Proof of ID/PAN (Permanent Account Number)

4. 05 Nos. Recent Passport size Photographs (background should be white)

5. Copy of saving bank account statement (salary statement) to cessation of employment.

6. Recent medical fitness certificates with blood group

Acceptance: If the above terms and conditions are acceptable to you, your acceptance of this offer of employment with the company.

You are requested to report on duty on or before 03/07/2022 to as mentioned below address:

Auriga Research Pvt. Ltd.

#136, 6th Cross, 2nd Stage, Yeshwanthpur Industrial Suburb,

Bangalore, Karnataka, India, 560022,

Land Mark Near McDonald, Peenya, SRS Bus Stop.

Contact Person - Ms. Lakshmi

Mob No: +91 9901508330 / 6366550683

Time: 09:00 AM

You are requested to join at the earliest if possible. We trust that your experience and skills will be a valuable asset to our company, looking forward to working with you.

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date: 26-September-2022

CONFIDENTIAL

Mr. Akash H C
S V Layout, Gopala,
Shivamogga,Karnataka

Dear Mr. Akash,

Sub: Offer Letter

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Associate – Trainee at Grade 30 in Quality Control Department** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.375000/- per annum (Three Lakhs Seventy-Five Thousand Rupees Only),** inclusive of all annual and statutory benefits.
2. You will be under Training period for One year.
3. You will be based at **SFF**, Bangalore.
4. A formal letter of appointment will be issued at the time of joining.
5. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
6. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
7. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. This offer of appointment is subject to your medical fitness.
8. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty.
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Relieving letter from the previous employer and all experience certificates.
    d. Form No.16 from the previous employer.
    e. Salary Slips of last 2 months.
    f. Vaccination Certificate.
    g. Aadhar Card and PAN card copies.
    h. Six passports size photographs.

We request you to join the organization at the earliest, however not later than **10-October-2022.**

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 29-September-2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,
for MYLAN LABORATORIES LIMITED

Anupam Bhatt
Head of Human Relations – Injectables India

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date:26-September-2022

Name	**Mr. Akash H C**
Grade	**30**
Designation	**Associate - Trainee**

Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	16,122	193,463
House Rent Allowance	8,061	96,731
Conveyance Allowance	1,600	19,200
Children Education Allowance	200	2,400
Medical Allowance	1,250	15,000
Other Allowance	2,083	24,991
Base Pay Total (A)	**29,315**	**351,784**
Retirement Benefits (B)		
Provident Fund	1,935	23,216
Retirement Benefits Total (B)	**1,935**	**23,216**
Total Compensation (A+B)		**375,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

for MYLAN LABORATORIES LIMITED

Anupam Bhatt
Head of Human Relations – Injectables India

ciirc® Centre For Incubation, Innovation, Research And Consultancy
(A Joint Initiative of Sri Sharada Peetham, Sringeri and Jyothy Institute of Technology, Bengaluru)
Mob : 98807 53622
Tel : 080-2843 5717
Fax : 080-2842 7070

6th October, 2022

Ms. Shrilakshmi Hegde
#569, SGS Park View Apartment
T-7, Narayan Nagar 3rd Block
Doddakallasandra
Bengaluru – 560 062

Dear **Ms. Shrilakshmi Hegde,**

We have pleasure in offering you in **CIIRC,** the post of **Research Fellow** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management from time to time.

1. **Appointment:**

   a. Your date of appointment is effective from the date of joining which shall be on or before **2nd November 2022.**
   b. The terms of appointment are purely contractual and for a period of one year and extendable based on your performance and you shall be paid a consolidated Fellowship. The fellowship maybe renewable depending on performance and mutual acceptance.

   c. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the institution. You will be governed by the terms and conditions of service applicable to the new assignment.

2. **Compensation:**

   a. You will be paid a consolidated Fellowship of Rs.15000/-

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Priyanka R More (Priyanka R More)
#21, 7th main, 1st cross, Malleshpalya, New Thippasandra post
Bangalore North560075

Sub: Offer Letter

Dear Priyanka R,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Prerana C
#330/2 Raghavendra layout, Hulimavu main Road, B.G road, Bangalore
Bangalore560076

Sub: Offer Letter

Dear Prerana,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only).** The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Prakruthi Udupa E P
Bharathipura post, Thirthahalli taluk
Shimoga577432

Sub: Offer Letter

Dear Prakruthi,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Priyanka Padala
H/no:498/2,Ward no:11, Sushamapally, Malancha Road, near Yellow Kids School
Kharagpur721304

Sub: Offer Letter

Dear Priyanka,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL



Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Nayana J
Ward 22 , behind vasavi school ,aravind nagar,Hospet
Hospet taluk .Bellary dist.583201

Sub: Offer Letter

Dear Nayana,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

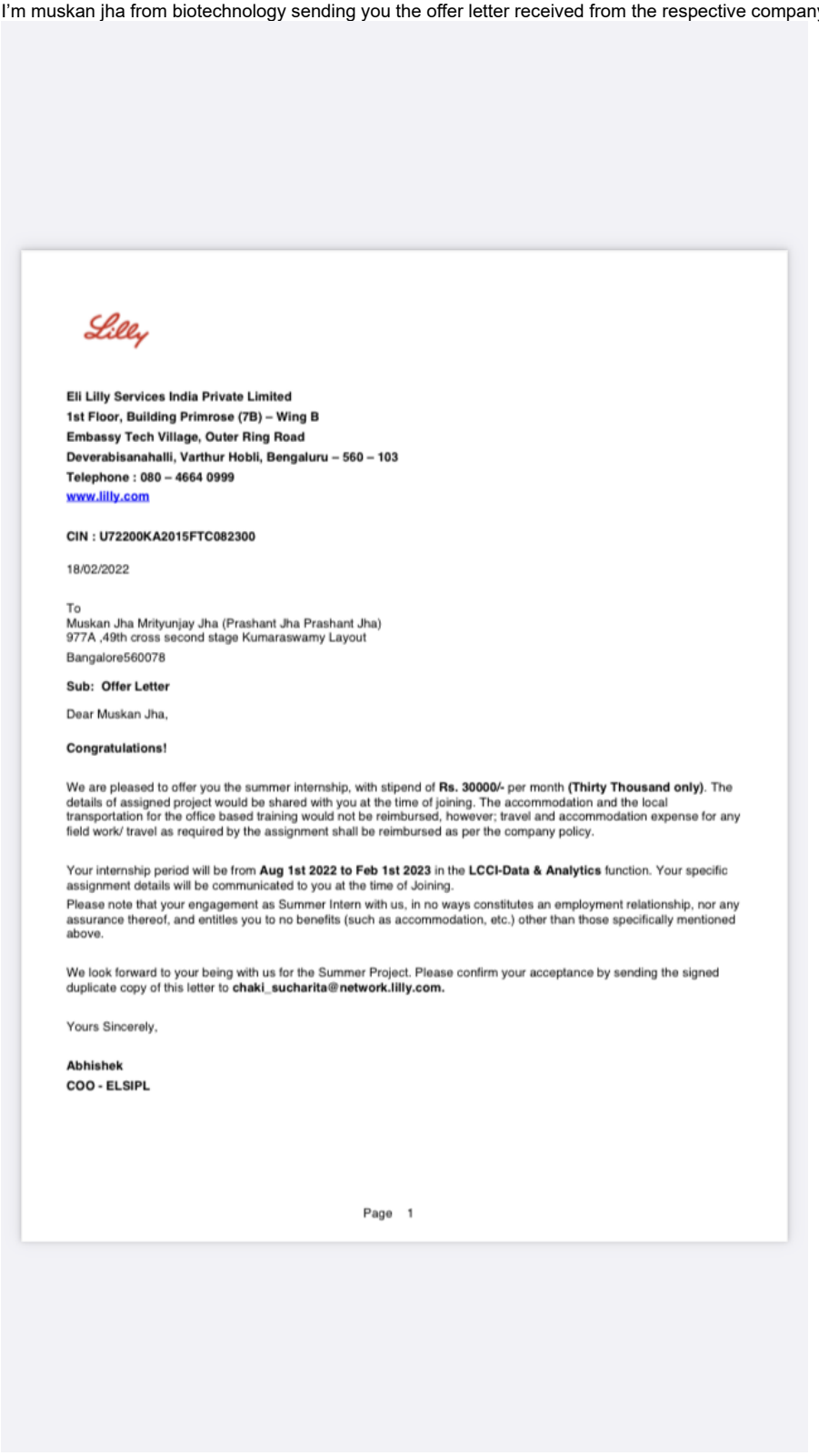
Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Offer letter

Muskan Jha <mjha49323@gmail.com> Fri, Aug 12, 2022 at 7:48 PM
To: savithakp@dayanandasagar.edu

I'm muskan jha from biotechnology sending you the offer letter received from the respective company.



Lilly

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Muskan Jha Mrityunjay Jha (Prashant Jha Prashant Jha)
977A ,49th cross second stage Kumaraswamy Layout
Bangalore560078

Sub: Offer Letter

Dear Muskan Jha,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.
Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to **chaki_sucharita@network.lilly.com.**

Yours Sincerely,

Abhishek
COO - ELSIPL

Page 1

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Inchara M N
#63/2, 11th cross, 6th main, N.R.Colony
Bangalore560019

Sub: Offer Letter

Dear Inchara,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only).** The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

Himalaya SINCE 1930 90+

April 26, 2022

Mr. G pradyumna
Bangalore
Dept:- production

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear pradyumna *Offer Letter*

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before 4th July *. Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.*

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

April 26, 2022

Mr. G pradyumna

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone

Himalaya SINCE 1930 90+

HIMALAYA WELLNESS COMPANY

NAME Mr. G Pradyumna

DESIGNATION TRAINEE

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

Eli Lilly Services India Private Limited
1st Floor, Building Primrose (7B) – Wing B
Embassy Tech Village, Outer Ring Road
Deverabisanahalli, Varthur Hobli, Bengaluru – 560 – 103
Telephone : 080 – 4664 0999
www.lilly.com

CIN : U72200KA2015FTC082300

18/02/2022

To
Nayana J
Ward 22 , behind vasavi school ,aravind nagar,Hospet
Hospet taluk .Bellary dist.583201

Sub: Offer Letter

Dear Nayana,

Congratulations!

We are pleased to offer you the summer internship, with stipend of **Rs. 30000/-** per month **(Thirty Thousand only)**. The details of assigned project would be shared with you at the time of joining. The accommodation and the local transportation for the office based training would not be reimbursed, however; travel and accommodation expense for any field work/ travel as required by the assignment shall be reimbursed as per the company policy.

Your internship period will be from **Aug 1st 2022 to Feb 1st 2023** in the **LCCI-Data & Analytics** function. Your specific assignment details will be communicated to you at the time of Joining.

Please note that your engagement as Summer Intern with us, in no ways constitutes an employment relationship, nor any assurance thereof, and entitles you to no benefits (such as accommodation, etc.) other than those specifically mentioned above.

We look forward to your being with us for the Summer Project. Please confirm your acceptance by sending the signed duplicate copy of this letter to chaki_sucharita@network.lilly.com

Yours Sincerely,

Abhishek
COO - ELSIPL

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

FW: FW: Dayananda Sagar Institutions_ Students list - Karger Project

prasath.n <prasath.n@moleculerconnections.com> Fri, May 13, 2022 at 8:28 PM
To: savithakp@dayanandasagar.edu

Hi Prasath,

The below members are selected. Could you please get in touch with the placement office to know how early they can join us. Will appreciate if they can join us on 18th May.

Beena ~ Please find the project details and reporting manager will be Karthik. They all will be reporting to office as they are from Bangalore and employment will be onsite consultant for 3 months. Post that they will be offer regular position.

SL No	Name	Contact No	Email	Project name
1	Bhavana A G	bhavanaanneplar@gmail.com	6360590446	Development of content enrichment and analytics platform
2	Payel Saha	spayel1234@gmail.com	7059914307	Development of content enrichment and analytics platform
3	Deeksha C	deekshagowda815@gmail.com	7899621901	Development of content enrichment and analytics platform
4	Nidhish P	nidhishp6@gmail.com	7406449969	Development of content enrichment and analytics platform

Thanks and Regards,

Pratap

Virus-free www.clamav.net

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

This e-mail is confidential and should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error please inform the sender and delete it from your mailbox and any other storage mechanisms. Neither Molecular Connections Pvt. Ltd. (including its subsidiaries or group companies) nor any of its agents accept any liability for any statements or representations made in this email or its attachments. E-mails received over internet may be corrupted, contain viruses or malicious website links and the sender may or may not the person(s) they appear to represent.

Please note that neither Molecular Connections Pvt. Ltd nor any of its agents accept any responsibility for viruses or malicious links that may be contained in this e-mail or its attachments and it is your responsibility to scan the e-mail, attachments and website links, if any. No contracts or agreements may be concluded on behalf of Molecular Connections Pvt. Ltd or its agents by means of e-mail communication. Molecular Connections Pvt. Ltd. or its agents accept no liability whatsoever due to any direct, indirect or consequential damage suffered by recipients, their personal or employers computers, phones, all electronic devices, network and/or servers or to any third parties by clicking, accessing or use of this email or website links or attachments, if any.

4 attachments

Deeksha resume - Deeksha C Gowda.pdf
481K

Emailing Payel Saha-1 - Payel Saha.pdf
274K

Nidhish P CV - Nidhish P.PDF
154K

Bhavana's Resume (07) - Bhavana Annyplar.pdf
60K

Ferticare

Date: 27 June 2022

Dear Harshitha,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company effective from 01 July 2022. The details of the compensation are mentioned below,

Cost to company: INR 2,52,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited



Ferticare

Date: 04 July 2022

Dear Sudeepa Hore,

We at Heald Technologies Private Limited (Ferticare) are pleased to offer you the role of Patient Counsellor with our company. The details of the compensation are mentioned below,

Cost to company: INR 3,00,000 p.a.

Please acknowledge your acceptance by signing and returning a duplicate copy of this letter.

Terms & Conditions:

1. A detailed letter of appointment shall be issued to you on your DOJ.
2. Taxes will be applicable as per prevailing Indian Laws.

Yours faithfully

Ashvin Meena

Director

Heald Technologies Private Limited

FIBROHEAL™
WOUNDCARE PRIVATE LIMITED

June 16, 2022
Bengaluru

Ms. Janice Lobo,
202, Tara Apartment,
Urwa, Mangalore -575006.

Dear Ms.Janice,

Subject: Offer letter

With reference to your application for employment in our company and the interview you had with us, we have the pleasure of offering you the role of **"Q.C.Officer"**, with our Company.

Your CTC shall be Rs.3,27,661/- p.a. and is subject to statutory deductions. Apart from this, you will be eligible for a travel allowance (which will be shared with you on the date of joining) subject to the submission of valid bills. A detailed appointment letter will be issued along with terms and conditions on the date of joining.

You will be on probation for a period of six months. You will be reporting to our 'Manager – Q.A.'. You will be required to join the Organization on or before 22ND June 2022, after which the letter is null & void.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the documents or certificates given by you as proof of the above, we retain the right to review our offer of employment.

If the above proposal is acceptable to you, please revert by email, confirming the date of joining along with a copy of your resignation letter and relieving letter submitted to your previous Company.

Thanking You,

For **FIBROHEAL WOUNDCARE PRIVATE LIMITED**

Authorized Signatory

Letter Of Intent

NAME: VIDYASHREE CM **29-07-2022**

ADDRESS: D/O MARI GOWDA 12 BLOCK 3 POLICE QUARTERS 8TH C MAIN JAYNAGAR 4TH BLOCK BANGALORE - 560011

PH NO: 8618505775

Dear VIDYASHREE CM

Congratulations! Further to your application with us and the subsequent selection process, we are delighted to extend to you the Role of an **Independent Business Associate (Level-1).**

You will be further introduced to an internationally successful **THINKBIG (Training & Development)** Program. Each level in this program is designed to teach you all the aspects of Business Management. Your Role is further described in Appendix An attached with this document.

Your association with us will be governed by the rules, regulations and policies of the company.

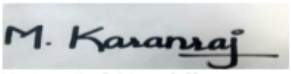
The terms of this letter of intent shall remain confidential and not to be disclosed to any third party.

Further Terms & Conditions of your agreement are compiled in Appendix B & C attached with this document respectively. Your formal BA Agreement Copy is subjected to submission of your bonafide documents on the date of joining.

We encourage an open environment conducive to active learning and participation. Do not hesitate to ask any relevant questions that might help you in your development.

We request you to please submit a signed copy of the letter to the HR Team as a token of your acceptance.

Welcome to the Saffron Global Corp organization. We wish you a long, rewarding and fulfilling career with us.



Karan Raj Mamidi

Managing Director
Growth Hub Incorporation

I have read, understood and agree to the terms and conditions as set forth in this letter and the annexure to the same.

Name_____

Sign_____

GSK India Global Services Private Limited
Level 1,2 & 3, Luxor North Tower
Bagmane Capital Business Park
Outer Ring Road, Mahadevupura
KR Puram Hobli
Bangalore - 560037

Personal & Confidential

10-06-2022

Dear Dechamma K.A

We are pleased to appoint you as an **Intern** for a period of 12 Months commencing from **18-07-2022** subject to the following conditions:

1. The engagement will be for a fixed period of 12 Months commencing from **18-07-2022** and shall automatically come to an end 17-07-2022. In case of any leave taken during this period the same will have to be served to completion of 12 Months, as per the instructions by your reporting manager.

2. You will conform to the rules and regulations of the company.

3. The training during such period will not confer an obligation on the part of the Company to offer you employment in any way.

4. During the period of training, you will be paid a consolidated stipend INR 25000 per month. No other costs and expenses will be borne or reimbursed by us, excepting if you are required to travel out of office on the Company's business.

5. You will attend office at Bengaluru from Monday through Friday (except on Company holidays) during our usual and customary working hours. You shall not absent yourself from the office without obtaining prior permission from your reporting manager.

6. You will be entrusted with and trained in Development- Global Med - OCMO India of the Company and any other department as may be necessary and shall carry out assignments as per the instructions and guidance of your reporting manager.

7. You will not at any time without the consent in writing of the Company, during the term of or on completion of the training, make known or divulge in any manner whatsoever confidential or proprietary information you have acquired in the course of training, including details of processes, intellectual properties, transactions, finances or official Company activities. In addition, you shall be bound by the decision of the Company in regard to publications written or otherwise, of any work with which you may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired during your training with the Company.

8. The Company will not be liable for any loss or personal injury that may be caused to you during this period of your association with us.

9. During the period of arrangement, you will not undertake any other assignment, seek gainful employment or be concerned directly or indirectly in any other organization, without the expressed written consent from the Company.

10. You represent and warrant that you are not prohibited by any applicable laws, regulations or ethical guidelines from accepting this internship and are not bound by any other agreement which could prevent or be violated by your appointment by the Company.

11. You represent and warrant that (a) if you or your dependent family members have/ may have financial or gainful interest in any company or firm and such a company or firm proposes to do business or is in competition with the Company, and/or (b) if you or your dependent family members have / may have close links to government officials with the capacity, actual or perceived, to influence or take official decisions affecting GSK business, then it would be obligatory on your part to make a written declaration immediately to this effect to the company If GSK is of the opinion that any conflict does or could exist, then GSK may direct you to take action(s) to resolve that conflict, and you shall comply with that instruction.

12. If at any time you, by your conduct, render yourself unable to provide services to the Company (such inability to be determined by the Company) or if you are dishonest, disobedient, intemperate, irregular in your work or otherwise misconduct yourself, or commit any breach of these terms or the stipulations herein contained, the Company may terminate the assignment forthwith without any notice and may deduct from any compensation due to you, such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.

13. Either party may terminate this arrangement, at any time and without assigning any reason whatsoever, without any notice in writing or compensation in lieu thereof. The Company reserves the right to terminate this arrangement forthwith on your committing a breach of the terms and conditions contained herein. In such event, no compensation will be payable to you.

14. During the term of your engagement with the Company, you agree to adhere to Company's Anti-Bribery and Corruption requirements, annexed to this appointment letter.

If the terms and conditions set out above are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to us.

We trust that you will find your training with us useful in your future career.

Yours sincerely,
For GSK India Global Services Private Limited



Nilesh Kumar
Human Resources Business Lead- Global Capability Centre **Accepted: _____**

NAVYA TECHNOLOGIES PRIVATE LIMITED
1, 1st Cross, 2nd Block, Dr. Kumar's Layout, Maruthi Seva Nagar, Bengaluru - 560 033.
Phone : +91 80888 87734, Email : navya@navya.care

Date: March 24, 2022

Dear Ms. Swetha,

Subject: Internship Offer Letter

It was a pleasure for us to speak with you and discuss on your potential employment with our organization, Navya Technologies Pvt Ltd. We are pleased to offer you the position of **Intern - Patient Advocate**.

Should you accept this offer, you will be eligible to receive **Rs.18000.00** (Rupees Eighteen Thousand per month)

We shall expect you to commence your employment not later than April 11, 2022. The term of this internship is for six months i.e from April 11, 2022 to October 10 2022

In order to accept this offer, please sign below and send us this offer letter not later than March 28, 2022. You can email a scanned copy to us at this time or bring in-person on your date of Joining, on April 11, 2022

Migration and internal transfer within the clinical teams will be applicable based on new or existing project requirements.

We are excited to welcome you aboard!

Sincerely,

Haseen. Taj
Office Manager
Navya Technologies Pvt. Ltd.

By signing and dating this letter below, I, Swetha L, accept the aforementioned Internship offer made by Navya Technologies Private Limited.

Signature:

Swetha L

Date:

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Hiring_Technical Trainees

Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> Wed, May 11, 2022 at 12:33 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Dear Ms. Savitha,

Thanks for your co-operation in the campus recruitment process, below is the list of students selected.

Request you to check with the students and update their date of joining.

S. No	Name	Division	Offer Status	Joining Date	Gender	Institute
1	Chandana L	QC	Offer Accepted		Female	DSU
2	Lavanya	QC	Offer Accepted		Female	DSU
3	Madah Yosof	QA	Offer Accepted		Female	DSU
4	Meghana	QC	Offer Accepted		Female	DSU
5	Pradyumna	Production	Offer Accepted		Male	DSU
6	Sagar M G	Production	Offer Accepted		Male	DSU
7	Seema U Bhat	QC	Offer Accepted		Female	DSU
8	Shruthi Bhaskar Poojari	QC	Offer Accepted		Female	DSU
9	Shubham Kumar	QC	Offer Accepted		Male	DSU
10	Sreekantha Athreya	QC	Offer Accepted		Male	DSU
11	Srilakshmi Hegde	QC	Backed out		Female	DSU
12	Sri Sai	QC	To be offered		Male	DSU

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are

notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 04 May 2022 11:43
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day....

Can you kindly update us on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Thu, Apr 28, 2022 at 3:08 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Hi Mahesh,
>
> As per yesterday's conversation kindly find below the interested students details:

BAS20MMB020	KS Bhavan	Male	11-05-2000	09591580979	ksbhavan2000@gmail.com	M.Sc Microbiology
BAS20MBT025	Samrudh M M	Male	06 09 1998	08050512232	Samrudh.baldwins@gmail.com	M.Sc Biotechnology
HSC20MPS012	Sagar M G	Male	11-04-1998	7411836383	Sagarmg456@gmail.com	M.Pharma
Bas20mbt009	Manikanta R	Male	24/02/2000	8549878932	Manikantaganiga24@gmail.com	M.Sc Biotechnology
Hsc20mpl007	Mohd Saalim ansari	Male	10/10/1998	+918171586380	salimansari2710@gmail.com	M.Pharma
BAS20MBC008	G. Pradyumna	Male	05/02/2000	8050560879	sashipg@gmail.com	M.Sc Biochemistry
HSC18PH0074	Shubham Kumar	Male	04/05/1999	+916206275309	shubhamtiwary94731@gmail.com	B.Pharma
BAS20MMB028	MURALIKRISHNA G	Male	12-08-1999	7019580227	Krishnakrishna0632@gmail.com	B.Sc
BAS20MBC002	Akshay B Shetty	Male	09-07-1999	7975990256	akshaybshetty09@gmail.com	M.Sc Biochemistry
BAS20MBC001	Akash HC	Male	26-03-1999	8618109599	akashchalkodu@gmail.com	M.Sc Biochemistry

HSC20MPS009	Mohammed Zubair Momin	Male	15/09/1997	7760065550	Zubairmomin851@gmail.com	M.Pharma

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Mon, Apr 25, 2022 at 10:10 AM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Thanks for the information Mahesh...
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu
>
> On Mon, Apr 25, 2022 at 10:06 AM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:
>
> > Dear Savitha,
> >
> > All the Interviews are face to face, details of the venue is given under.
> >
> > Himalaya Wellness Company
> > Makali, Bangalore - 562 123 (Karnataka State)
> >
> > **Tel # : 080 2216 9528/31/22/34**
> >
> > **Bus Routes at Bangalore:**
> >
> > - From Majestic: 258, 258 C, & 258 H, platform no: 20
> > - From K.R. Market: 258 G, 257, & 255
> >
> > **Kindly bring the following documents (a set of photocopies) at the time of interview:**
> >
> > - All Marks Cards (From 10th to the highest qualification – photocopy)
> > - Recent colour passport size photograph
> > - Resume
> >
> > for the first slot it is 14 students, will share the second slot shortly.
> >
> > Regards,

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 25 April 2022 09:28
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day..

Thanks for the shortlist. We will inform the students about the interview slots. Kindly let us is it only telephonic or will you be sharing the link for face to face interview?

Over the phone it was mentioned that 20 students are shortlisted, but only 14 students' names are there in the shortlist. Is this correct?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sun, Apr 24, 2022 at 6:55 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Hi Savitha,
>
> Below is the interview schedule and shortlisted students.
>
> | S. No | Total points | Name2 | Name of the College | Time | Date |
> |---|---|---|---|---|---|

1	35	Madah Yousuf	Dayananda sagar college of pharmacy		April 26, 2022
2	33	Lavanya B	Dayananda sagar university		
3	32	Sreekantha Athreya	Dayananda Sagar University	12:30pm	
4	32	SHRUTHI BHASKAR POOJARI	DAYANANDA SAGAR UNIVERSITY		
5	30	Meghana.c	Dayananda Sagar University		
6	29	G Sri Sai Dattatreya	Dayananda Sagar College of pharmacy	01:00pm	
7	29	Likhitha M	Dayanand Sagar College		
8	28	C Lalbiakdiki	Dayananda Sagar University		
9	28	Shrilakshmi Hegde	Dayananda Sagar Institution	01:30pm	
10	28	Kalpitha M kumar	Dayananda Sagar University (DSU)		
11	27	Seema U Bhat	Dayananda sagar University		
12	27	Mrudula RD	Dayanand sagar university	02:00pm	
13	27	CHANDANA.L	DAYANANDA SAGAR UNIVERSITY		
14	24	Tanya Maheshwari	Dayanan Sagar University	02:30pm	

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 20 April 2022 14:02
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Thank you so much.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, Apr 20, 2022 at 12:30 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> Attached email FYR. We have rolled out the email to all the students.
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 18 April 2022 12:09
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

As discussed, PFA the interested students details and their resumes for your reference. Kindly let us know the further process.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sat, Apr 16, 2022 at 12:16 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Dear Mahesh,
>
> Greetings of the day....
>
> Thanks for writing to us. As discussed, we will get back to you with the students list by coming Tuesday.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu

On Fri, Apr 15, 2022 at 2:26 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> As discussed, We are in process of hiring 50 students as Technical Trainees. Attached is the JD for the same.
>
> Request you to open the requirement with students and share us the interested list of students in the data base sheet.
>
> In case of any clarification please feel free to reach me on 8904774394.
>
> Regards,
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

 **please consider the environment before printing this e-mail**

14/04/2022

PRAGYA SINGH
Hsr Layout sector 1, 31st main road, bangalore.

TRAINEE OFFER LETTER

Dear PRAGYA SINGH,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Hiring_Technical Trainees

Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> Wed, May 11, 2022 at 12:33 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Dear Ms. Savitha,

Thanks for your co-operation in the campus recruitment process, below is the list of students selected.

Request you to check with the students and update their date of joining.

S. No	Name	Division	Offer Status	Joining Date	Gender	Institute
1	Chandana L	QC	Offer Accepted		Female	DSU
2	Lavanya	QC	Offer Accepted		Female	DSU
3	Madah Yosof	QA	Offer Accepted		Female	DSU
4	Meghana	QC	Offer Accepted		Female	DSU
5	Pradyumna	Production	Offer Accepted		Male	DSU
6	Sagar M G	Production	Offer Accepted		Male	DSU
7	Seema U Bhat	QC	Offer Accepted		Female	DSU
8	Shruthi Bhaskar Poojari	QC	Offer Accepted		Female	DSU
9	Shubham Kumar	QC	Offer Accepted		Male	DSU
10	Sreekantha Athreya	QC	Offer Accepted		Male	DSU
11	Srilakshmi Hegde	QC	Backed out		Female	DSU
12	Sri Sai	QC	To be offered		Male	DSU

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are

notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 04 May 2022 11:43
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day....

Can you kindly update us on the interview status?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Thu, Apr 28, 2022 at 3:08 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Hi Mahesh,
>
> As per yesterday's conversation kindly find below the interested students details:

BAS20MMB020	KS Bhavan	Male	11-05-2000	09591580979	ksbhavan2000@gmail.com	M.Sc Microbiology
BAS20MBT025	Samrudh M M	Male	06 09 1998	08050512232	Samrudh.baldwins@gmail.com	M.Sc Biotechnology
HSC20MPS012	Sagar M G	Male	11-04-1998	7411836383	Sagarmg456@gmail.com	M.Pharma
Bas20mbt009	Manikanta R	Male	24/02/2000	8549878932	Manikantaganiga24@gmail.com	M.Sc Biotechnology
Hsc20mpl007	Mohd Saalim ansari	Male	10/10/1998	+918171586380	salimansari2710@gmail.com	M.Pharma
BAS20MBC008	G. Pradyumna	Male	05/02/2000	8050560879	sashipg@gmail.com	M.Sc Biochemistry
HSC18PH0074	Shubham Kumar	Male	04/05/1999	+916206275309	shubhamtiwary94731@gmail.com	B.Pharma
BAS20MMB028	MURALIKRISHNA G	Male	12-08-1999	7019580227	Krishnakrishna0632@gmail.com	B.Sc
BAS20MBC002	Akshay B Shetty	Male	09-07-1999	7975990256	akshaybshetty09@gmail.com	M.Sc Biochemistry
BAS20MBC001	Akash HC	Male	26-03-1999	8618109599	akashchalkodu@gmail.com	M.Sc Biochemistry

HSC20MPS009	Mohammed Zubair Momin	Male	15/09/1997	7760065550	Zubairmomin851@gmail.com	M.Pharma

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Mon, Apr 25, 2022 at 10:10 AM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Thanks for the information Mahesh...
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu
>
> On Mon, Apr 25, 2022 at 10:06 AM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:
>
> > Dear Savitha,
> >
> > All the Interviews are face to face, details of the venue is given under.
> >
> > Himalaya Wellness Company
> > Makali, Bangalore - 562 123 (Karnataka State)
> >
> > **Tel # : 080 2216 9528/31/22/34**
> >
> > **Bus Routes at Bangalore:**
> >
> > - From Majestic: 258, 258 C, & 258 H, platform no: 20
> > - From K.R. Market: 258 G, 257, & 255
> >
> > **Kindly bring the following documents (a set of photocopies) at the time of interview:**
> >
> > - All Marks Cards (From 10th to the highest qualification – photocopy)
> > - Recent colour passport size photograph
> > - Resume
> >
> > for the first slot it is 14 students, will share the second slot shortly.
> >
> > Regards,

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 25 April 2022 09:28
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

Greetings of the day..

Thanks for the shortlist. We will inform the students about the interview slots. Kindly let us is it only telephonic or will you be sharing the link for face to face interview?

Over the phone it was mentioned that 20 students are shortlisted, but only 14 students' names are there in the shortlist. Is this correct?

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sun, Apr 24, 2022 at 6:55 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Hi Savitha,
>
> Below is the interview schedule and shortlisted students.
>
> | S. No | Total points | Name2 | Name of the College | Time | Date |
> |---|---|---|---|---|---|

1	35	Madah Yousuf	Dayananda sagar college of pharmacy		April 26, 2022
2	33	Lavanya B	Dayananda sagar university		
3	32	Sreekantha Athreya	Dayananda Sagar University	12:30pm	
4	32	SHRUTHI BHASKAR POOJARI	DAYANANDA SAGAR UNIVERSITY		
5	30	Meghana.c	Dayananda Sagar University		
6	29	G Sri Sai Dattatreya	Dayananda Sagar College of pharmacy	01:00pm	
7	29	Likhitha M	Dayanand Sagar College		
8	28	C Lalbiakdiki	Dayananda Sagar University		
9	28	Shrilakshmi Hegde	Dayananda Sagar Institution	01:30pm	
10	28	Kalpitha M kumar	Dayananda Sagar University (DSU)		
11	27	Seema U Bhat	Dayananda sagar University		
12	27	Mrudula RD	Dayanand sagar university	02:00pm	
13	27	CHANDANA.L	DAYANANDA SAGAR UNIVERSITY		
14	24	Tanya Maheshwari	Dayanan Sagar University	02:30pm	

Mahesh Kumar N
Senior Associate Learning & Development - Human Resources
Himalaya Wellness Company
Makali, Bengaluru 562 162, India
T : +91 80 6754 9531
maheshkumar.n@himalayawellness.com www.himalayawellness.com

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 20 April 2022 14:02
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Thank you so much.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, Apr 20, 2022 at 12:30 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> Attached email FYR. We have rolled out the email to all the students.
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

please consider the environment before printing this e-mail

From: Savitha K P <savithakp@dayanandasagar.edu>
Sent: 18 April 2022 12:09
To: Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com>
Subject: Re: Hiring_Technical Trainees

Dear Mahesh,

As discussed, PFA the interested students details and their resumes for your reference. Kindly let us know the further process.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Sat, Apr 16, 2022 at 12:16 PM Savitha K P <savithakp@dayanandasagar.edu> wrote:

> Dear Mahesh,
>
> Greetings of the day....
>
> Thanks for writing to us. As discussed, we will get back to you with the students list by coming Tuesday.
>
> Warm Regards,
>
> Savitha K P
>
> Placement Officer
>
> Dayananda Sagar Institutions
>
> Shavige Malleshwara Hills, Kumaraswamy Layout
>
> Bangalore-560 078, India.
>
> Mobile: 9880011870
>
> E-mail: savithakp@dayanandasagar.edu
>
> Website : www.dayanandasagar.edu

On Fri, Apr 15, 2022 at 2:26 PM Mahesh Kumar N [HR] <maheshkumar.n@himalayawellness.com> wrote:

> Dear Ms. Savitha,
>
> As discussed, We are in process of hiring 50 students as Technical Trainees. Attached is the JD for the same.
>
> Request you to open the requirement with students and share us the interested list of students in the data base sheet.
>
> In case of any clarification please feel free to reach me on 8904774394.
>
> Regards,
>
> Mahesh Kumar N
> Senior Associate Learning & Development - Human Resources
> Himalaya Wellness Company
> Makali, Bengaluru 562 162, India
> T : +91 80 6754 9531
> maheshkumar.n@himalayawellness.com www.himalayawellness.com
>
> Himalaya SINCE 1930 90+ YEARS OF TRUST

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any disclosure, copying, distribution or use of this communication is strictly prohibited. If you have erroneously received this message, please delete it immediately and notify the sender. Thank you.

 **please consider the environment before printing this e-mail**

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

April 05, 2022

Ms. Sneha
Jnaneshwara Nilaya, Padmambha Layout,
Hosadurga, Chitradurga - 577527.
Mobile: 8861153268.

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Sneha,

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as ***"Trainee – Quality Control"*** *in our firm.*

Your Basic Salary will be ₹7,200/-(Rupees Seven Thousand Two Hundred Only) per month and Flexible Benefit Plan amount will be ₹10,800/-(Rupees Ten Thousand Eight Hundred Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before ***April 14, 2022****. Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.*

This offer of appointment is subject to;

iii. You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and

iv. You being cleared after verification of your credentials and background.

..2...

HR

April 05, 2022

Ms. Sneha

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company

K.G. Umesh
Director - Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone.*

PCR

Himalaya SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME MS SNEHA

DESIGNATION TRAINEE - QUALITY CONTROL

SALARY COMPONENTS	SALARY (₹)
Basic	7,200
Special Allowance	10,800
MONTHLY SALARY	**18,000**
RETIRALS	
Provident Fund	1,800
Gratuity	346
BENEFITS	
Bonus	1,400
Leave Travel Assistance	300
ESI Contribution	585
Total Cost to Company (per month)	**22,431**
Total Cost to Company (per annum)	**2,69,172**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. ESI Contribution – Company's contribution @ 3.25% if monthly salary less than Rs.21,000/-
6. Personal Accident Insurance - Rs.1,50,000/-

HR

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

April 26, 2022

Ms. Likhitha M
Bangalore
Quality Assurance

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Likhitha

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

April 26, 2022

Ms. Likitha M

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone*

Himalaya SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME Ms. Likhitha M

DESIGNATION **TRAINEE**

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

April 05, 2022

Ms. Sinchana
Thumthaje House, Biligeri,
Madikeri, Kodagu-571201.
Mobile: 8762138086.

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Sinchana,

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as ***"Trainee – Quality Control"*** *in our firm.*

Your Basic Salary will be ₹7,200/-(Rupees Seven Thousand Two Hundred Only) per month and Flexible Benefit Plan amount will be ₹10,800/-(Rupees Ten Thousand Eight Hundred Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before ***April 14, 2022****. Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.*

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

HR

April 05, 2022

Ms. Sinchana

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company



K.G. Umesh
Director - Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone.*

HR

Himalaya SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME MS SINCHANA

DESIGNATION TRAINEE - QUALITY CONTROL

SALARY COMPONENTS	SALARY (₹)
Basic	7,200
Special Allowance	10,800
MONTHLY SALARY	**18,000**
RETIRALS	
Provident Fund	1,800
Gratuity	346
BENEFITS	
Bonus	1,400
Leave Travel Assistance	300
ESI Contribution	585
Total Cost to Company (per month)	**22,431**
Total Cost to Company (per annum)	**2,69,172**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. ESI Contribution – Company's contribution @ 3.25% if monthly salary less than Rs.21,000/-
6. Personal Accident Insurance - Rs.1,50,000/-

HR

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

April 26, 2022

Ms. Shruthi Bhaskar Poojari

Bangalore

Quality Control

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Shruthi

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. *You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and*

ii. *You being cleared after verification of your credentials and background.*

..2...

April 26, 2022

Ms. shruthi

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone*

Himalaya® SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME Ms. Shruthi Bhaskar Poojari

DESIGNATION **TRAINEE**

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

INDO-MIM®
COMPLEXITY SIMPLIFIEO

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Mr. Nisha Ghorai
5/o Raghu U,
#108 , 5th main 3rd phase Manjunathanagar ,
Rajajinagar bangalore 10

June 6, 2022

Dear Manikanta R,

OFFER LETTER

Congratulations on your selection. We are pleased to offer you the position of **"Sales Trainee"** in our organization.

1. **Compensation & Benefits:**
   Your Compensation & other Company benefits are as follows:
   Annexure - 1 (As discussed at the time of interview)
   - Additional benefits: Medi-claim coverage /ESI, Bonus, Highly subsidized canteen.
2. **Joining Date:**
   You would be required to join us on or before **1st August 2022**
3. **Joining Formalities:**

On the day of your joining you are required to submit a copy of the following documents along with the originals.

1. Certificate of educational/professional qualifications **(10th &PUC &Degree).**
2. Passport size color photographs - 4 copies.
3. Relieving, Experience & Salary certificate of previous company (if applicable)
4. Original mark sheet/certificates for verification.

4. **Pre-employment medical test:**
   Candidate shall go through pre-employment medical test before **27th or 29th July 2022.** Otherwise it stands cancelled.
5. **Police Verification:**
   Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the adhar card.

This is an offer of appointment. A detailed formal letter of appointment will be issued to on the date of joining.

Note: This offer is valid subjected to, your medical fitness, Police NOC and Submission of original academic certificates for Verification.

Congratulations once again on your selection and we look forward for a long and mutually beneficial association.

With Best Regards.

For **Indo - MIM Pvt. Ltd.,**

NOTE: Kindly return the duplicate copy of this letter with your acceptance.
I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on .....

INDO-MIM

CO PIfIltY \IMPLIfIO

Ref: IM/2022 06.06.2022

Name Ms. Nisha Ghorai

Designation **QA/QC**

Salary scheme **Scheme- GET 1**

Date of effective **01.08.2022**

#	Component	Rs. Per month	Rs. Per annum
A	**Salary- Monthly**		
	Basic	16223	194676
	House Rent Allowance	4550	54 600
	Total-1	**20,773**	**2,49,276**
B	**Annual Benefit**		
	Ex-aratia	3,245	38 940
	Total-2	**3,245**	**38,940**
C	**Retiral & Other Benefits**		
	Company's PF Contribution @ 12%	1,800	21,600
	ESI 3.25% Gross	675	8 101
	Gratuity 4.81% on Basic	780	9 360
	Medical Insurance	0	0
	Term Insurance	279	3 348
	Total - 3	**3,534**	**42,409**
	Cost to Company (Total:1 to 3)	**27,552**	**3,30,625**

Net Monthly Salary	
Company's PF Contribution@ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA	1,800
Less: Professional Tax	200
Less: ESI	156
Less: Canteen Cost	200
Income Tax deduction	To be assessed
Net Monthly Salary but before Income tax	**18,417**

The Management reserves the right to restructure your salary at any time. Arrears if any, will be paid along with current month salary.

for **Indo - MIM Pvt Ltd**

JayaramMN
Manager - Human Resources

Signature of the employee

INDO-MIM®
COMPLEXITY SIMPLIFIEO

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Ref: IM/PM/2022 Date: 06.06.2022

Director (CEO)
Bangalore Baptist Hospital
Ballary Road
Vinayakanagar, Hebbal,
Bengaluru, Karnataka 560024.

Dear Sir/Madam,

Subject: **Pre - Employment Medical Test.**

The below mentioned personnel is advised to contact you for Pre-employment medical test. Kindly arrange for his/her pre-employment medical test.

Please send the report to the below mentioned address at the earliest.

You may please send the bill to company for payment.

Ms. Nisha Ghorai,

Note: Please send report to Hosakote plant

Thanking you,

Yours faithfully
For Indo - MIM Pvt. Ltd.

J mMN
M ger- HR

INDO-MIM
COMPLEXITY SIMPLIFIED

Documents Checklist for ioining

1. Certificates of Educational Qualifications (S.S.L.C. onwards semester wise marks sheets)- Originals and One Set of copies.
2. Candidate should report to duty on the date of joining at 7.45 AM.
3. Proof of Date of Birth. (Birth certificate or SSLC Marks sheet).
4. Pan Card - Original & copy.
5. Proof of Photo Identity- Aadhar Card - Original & copy (Name should be as per SSLC Marks card or else apply for correction as per SSLC Marks card).
6. Proof of Local Address (Must)
7. Photographs - Passport Size - 3 Nos.
8. Previous Company ESI Pennanent Card Number (If covered under ESI)
9. Previous Company UAN (UAN number from existing employer If covered under EPF)
10. All Previous Company Experience Certificates.
11. All Previous Company Relieving Certificate/ Letter from Previous Company.
12. Last drawn Salary Slip/Salary Certificate of Previous Company - 3 Months.
13. Police verification NOC (Must) (Acknowledgement will not be considered) - Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the Aadhar Card (Process will take 21 days, please apply for it when you receive an offer letter)
14. Candidate shall go through pre-employment medical test as per scheduled date. (Checkup will be done only on Wednesday & Friday Should be there at 7.30 AM Without Breakfast) Contact No: 9480827840
15. Updated Aadhar copies of self and family members (Parents, Wife & Kids (Only 2), Date of Birth should be in DD/MM/YYYY format.
16. Should Bring RTPCR (Corona Negative Report within 72 hours) Report.
17. Candidates should bring the tax computation statement (FY 2022-23) from the present company.

INDO-MIM®
COMPLEXITY SIMPLIFIEO

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Mr. Manikanta R **June 6, 2022**
5/o Raghu U,
#108 , 5th main 3rd phase Manjunathanagar ,
Rajajinagar bangalore 10

Dear Manikanta R,

OFFER LETTER

Congratulations on your selection. We are pleased to offer you the position of **"Sales Trainee"** in our organization.

1. **Compensation & Benefits:**
   Your Compensation & other Company benefits are as follows:
   Annexure - 1 (As discussed at the time of interview)
   - Additional benefits: Medi-claim coverage /ESI, Bonus, Highly subsidized canteen.
2. **Joining Date:**
   You would be required to join us on or before **1st August 2022**
3. **Joining Formalities:**

On the day of your joining you are required to submit a copy of the following documents along with the originals.

1. Certificate of educational/professional qualifications **(10th &PUC &Degree).**
2. Passport size color photographs - 4 copies.
3. Relieving, Experience & Salary certificate of previous company (if applicable)
4. Original mark sheet/certificates for verification.

4. **Pre-employment medical test:**
   Candidate shall go through pre-employment medical test before **27th or 29th July 2022.** Otherwise it stands cancelled.
5. **Police Verification:**
   Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the adhar card.

This is an offer of appointment. A detailed formal letter of appointment will be issued to on the date of joining.

Note: This offer is valid subjected to, your medical fitness, Police NOC and Submission of original academic certificates for Verification.

Congratulations once again on your selection and we look forward for a long and mutually beneficial association.

With Best Regards.

For **Indo - MIM Pvt. Ltd.,**

J mMN
M erHR

NOTE: Kindly return the duplicate copy of this letter with your acceptance.
I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on .....

INDO-MIM

CO PIfIltY \IMPLIfIfO

Ref: IM/2022 06.06.2022

Name Mr. Manikanta

Designation **Sales Trainee**

Salary scheme **Scheme- GET 1**

Date of effective **01.08.2022**

#	Component	Rs. Per month	Rs. Per annum
A	**Salary- Monthly**		
	Basic	16223	194676
	House Rent Allowance	4550	54 600
	Total-1	**20,773**	**2,49,276**
B	**Annual Benefit**		
	Ex-aratia	3,245	38 940
	Total-2	**3,245**	**38,940**
C	**Retiral & Other Benefits**		
	Company's PF Contribution @ 12%	1,800	21,600
	ESI 3.25% Gross	675	8 101
	Gratuity 4.81% on Basic	780	9 360
	Medical Insurance	0	0
	Term Insurance	279	3 348
	Total - 3	**3,534**	**42,409**
	Cost to Company (Total:1 to 3)	**27,552**	**3,30,625**

Net Monthly Salary	
Company's PF Contribution@ 12% on Ceiling Amount of 15000 on Gross Wages Except HRA	1,800
Less: Professional Tax	200
Less: ESI	156
Less: Canteen Cost	200
Income Tax deduction	To be assessed
Net Monthly Salary but before Income tax	**18,417**

The Management reserves the right to restructure your salary at any time. Arrears if any, will be paid along with current month salary.

for **Indo - MIM Pvt Ltd**

JayaramMN
Manager - Human Resources

Signature of the employee

INDO-MIM®
COMPLEXITY SIMPLIFIED

Indo-MIM Private Limited
#45(P), KIADB Industrial Area, Hoskote, Bangalore 562 114. (CIN U28110KA1996PTC137499)
Phone: +91-080-22048800/ FAX: +91-080-27971624 / Website: www.indo-mim.com

Ref: IM/PM/2022 Date: 06.06.2022

Director (CEO)
Bangalore Baptist Hospital
Ballary Road
Vinayakanagar, Hebbal,
Bengaluru, Karnataka 560024.

Dear Sir/Madam,

Subject: **Pre - Employment Medical Test.**

The below mentioned personnel is advised to contact you for Pre-employment medical test. Kindly arrange for his/her pre-employment medical test.

Please send the report to the below mentioned address at the earliest.

You may please send the bill to company for payment.

Mr. Manikanta R,

Note: Please send report to Hosakote plant

Thanking you,

Yours faithfully
For Indo - MIM Pvt. Ltd.

J mMN
M ger- HR

INDO-MIM
COMPLEXITY SIMPLIFIED

Documents Checklist for ioining

1. Certificates of Educational Qualifications (S.S.L.C. onwards semester wise marks sheets)- Originals and One Set of copies.
2. Candidate should report to duty on the date of joining at 7.45 AM.
3. Proof of Date of Birth. (Birth certificate or SSLC Marks sheet).
4. Pan Card - Original & copy.
5. Proof of Photo Identity- Aadhar Card - Original & copy (Name should be as per SSLC Marks card or else apply for correction as per SSLC Marks card).
6. Proof of Local Address (Must)
7. Photographs - Passport Size - 3 Nos.
8. Previous Company ESI Pennanent Card Number (If covered under ESI)
9. Previous Company UAN (UAN number from existing employer If covered under EPF)
10. All Previous Company Experience Certificates.
11. All Previous Company Relieving Certificate/ Letter from Previous Company.
12. Last drawn Salary Slip/Salary Certificate of Previous Company - 3 Months.
13. Police verification NOC (Must) (Acknowledgement will not be considered) - Candidate shall get police NOC for employment purpose from the jurisdiction police station as per the Aadhar Card (Process will take 21 days, please apply for it when you receive an offer letter)
14. Candidate shall go through pre-employment medical test as per scheduled date. (Checkup will be done only on Wednesday & Friday Should be there at 7.30 AM Without Breakfast) Contact No: 9480827840
15. Updated Aadhar copies of self and family members (Parents, Wife & Kids (Only 2), Date of Birth should be in DD/MM/YYYY format.
16. Should Bring RTPCR (Corona Negative Report within 72 hours) Report.
17. Candidates should bring the tax computation statement (FY 2022-23) from the present company.

1/02/2023

Shravani S
G, # 150 Near Anjaneya Swamy Temple,
Jigala, Yadavanahalli,
Bangalore
562107

Dear Shravani,

Welcome to IQVIA™
On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Lab Cent Project Coordinator 1 - 110}. You will be based in Bangalore, India (INBGL1, 42.5, Omega) Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - ₹368,000.00

PROVIDENT FUND - 28800

FIXED COST TO COMPANY (1+2) - 396,800

ANNUAL INCENTIVE PAY TARGET* - 29440

TOTAL COST TO COMPANY (3+4) - 426,240

ANNUAL INCENTIVE PAY TARGET*
You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or

achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

You will be required to work in shifts as per the company requirements.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rashmi Avinash
Director, Talent Acquisition Team

For IQVIA RDS (India) Private Limited

Joining Date: 13-Feb-2023

signHere1



Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 13-Feb-2023 is made and entered by {IQVIA RDS (India) Private Limited} (hereinafter “IQVIA” and Shravani S, AGED ({22} (DOB: {22-Mar-2000}), [S-D]/o {Srinivasa Reddy G} having Aadhar No. {471572462812} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Lab Cent Project Coordinator 1 and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. **EMPLOYMENT** IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. **NATURE OF EMPLOYMENT** This Executive shall serve as a Lab Cent Project Coordinator 1 and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

2.3 This Executive's base of operation shall be Bangalore, India (INBGL1, 42.5, Omega) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. COMPENSATION

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. ₹368,000.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. TERM OF EMPLOYMENT

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

(i) your performance of your job in an unsatisfactory manner, as determined by the Company;

(ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;

(iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;

(iv) your misconduct, violation of any law classified as a felony or dishonesty; or

(v) the Company's dissolution or cessation of business operations.

“Negative Medical Report” as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the “Retirement Age”).

Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.



4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. COMPENSATION AND BENEFITS UPON TERMINATION

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.



5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES

6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

“Covered IQVIA Offering” means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information”

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do



business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the



Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. **RELEASE** Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. **EMPLOYEE REPRESENTATIONS**

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:
(i) Gain unauthorized access to the computer system or computer network; or
(ii) Download, copy or extract any information or data from such system; or
(iii) Introduce any harmful code; or
(iv) Cause any damage to the system or network; or
(v) Cause the non-functioning or malfunctioning of any system or network; or
(vi) Cause denial of access to any authorized person to the system or network; or
(vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
(viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
(ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
(x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential



Information, including any personal information that he/she may view or access during employment.
Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA confidential information shall include, but not limited to:

(i) IQVIA data and databases.
(ii) Statistical methodologies, computer software and documentation.
(iii) Information about employees (including compensation, benefits and performance reviews).
(iv) Lists of customers and prospective customers.
(v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
(vi) Methods of doing business and business processes.
(vii) Financial information relating to the performance of the Company.
(viii) Internal policies accessible only to employees during employment.
(ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further

acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are “works made for hire” (to the greatest extent permitted by applicable law) and are compensated by Executive’s salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. **NOTICES** All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:
If to the Executive, to: Executive's Residential Address
Shravani S
G, # 150 Near Anjaneya Swamy Temple,
Jigala, Yadavanahalli,
Bangalore
India
562107

If to the Company, to:
IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. **WAIVER OF BREACH** The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. **ENTIRE AGREEMENT** Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. **SEVERABILITY** If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. **PARTIES BOUND** The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

14. **GOVERNING LAW** This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

signHere1

For and on behalf of
IQVIA RDS (India) Private Limited

Rashmi Avinash
Director, Talent Acquisition Team

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

26-July-2022

Roshini B R
D/O B R Ravindranathaiah Setty,
Rohila Nilaya, Piteel Balaramaiah Layout,
Anjani West Extension, Chintamani,
Chikkaballapur, Karnataka - 563125

Sub: Job Offer as Genome Analyst Trainee in MedGenome Labs Ltd.

Dear Roshini,

We are delighted to offer you employment with MedGenome Labs Ltd (thereafter referred to as "Company") as **Genome Analyst Trainee** in the **Lab Operations Department.**

Your present work location will be at **Bengaluru**, and the registered office location is at **Bengaluru**. However, your services are transferable to any place in the country within the Company or to any of its associates, or sister concerns, or its subsidiary at any place in India or abroad, whether existing today or which may come up in future at any time at the sole discretion of the Management.

The enclosed Statement of Terms and Conditions of Employment ("your Statement") sets out the particulars of your employment with the firm, which will apply to you upon joining.

Start Date
Your start date, i.e. Date of commencement of employment with the Company, will be on or Before **27-July-2022.**

Conditions of Employment

Your continuing employment with MedGenome Labs Ltd is conditional upon

- Satisfactory results of background checks, reference, criminal, education, and all other necessary checks pertaining to regulatory compliance and for which you hereby agree to provide all necessary supporting documents as and when requested by the Company.

- You shall be available and act at all times in the best interest of the Company as the nature of business is in Essential Services and it is utmost important to cater to needs of business to function.

- You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with the Company or create any conflict of interest.

- Your eligibility to work in India. (Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their employment commences).

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

- You are obtaining any relevant registration, qualification, or licences, within 12 (twelve) months or lesser as required by respective regulatory authority of the commencement of your employment with the company.

- You are providing the Company with a relieving letter from your previous employer, within 2 (two) weeks of the commencement of your employment.

- You agree that you will cooperate fully with the company (and its respective counsel, if applicable) in connection with any client matter, inquiry, investigation, administrative proceedings, litigation or dispute relating to the company in which the company believes that you were involved, or you have knowledge of the same. This clause is applicable even after the termination of your employment with the company.

- It is mandatory to submit your Aadhar card copy with complete details of your Date of Birth (dd/mm/yyyy) mentioned on it on the date of joining, failing which salary will not be processed till the submission of the same.

Terms and Conditions

This Statement sets out the terms and conditions of your employment with MedGenome Labs Ltd.

This Statement constitutes your contract of employment with MedGenome Labs Ltd ("**this Agreement**"). You are expected to comply with the policies and procedures of MedGenome. If there is a conflict between the provisions of this Statement and the policies and procedures, this Statement will prevail. This Statement replaces and supersedes all other agreements, written or oral, with respect to its subject matter. The Company reserves the right to amend this Statement, if necessary, to comply with applicable law of land.

1. **Job Title**
   You will be employed as **Genome Analyst Trainee** by MedGenome Labs Ltd or in any other commensurate capacity as the Company may decide. The Company would have the sole discretion of transferring you between locations or entities as per the business needs. During your employment by the Company, you shall devote your time, attention, and ability to the business of MedGenome Labs Ltd.

2. **Job Responsibilities**

   Your roles and responsibilities are set out in Annexure A

3. **Remuneration**
   In consideration of the duties, functions and services to be rendered, you will be paid remuneration by the Company as set out in Annexure B herein. Any employee joining on or after 21st of any month, will receive the salary only in the next month. (E.g.: If an employee joins on 24th of May, they will receive the arrears for May along June month's salary in June payroll). Performance reviews are conducted on an annual basis and the cycle is defined as April-March. You will be eligible for current year's performance review cycle if your date of joining is on or before 30th September.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

4. Probation

Your employment with MedGenome Labs Ltd will be subject to a probation period of 6 (six) months from the commencement of your employment. Upon receipt of a satisfactory performance report from your manager, at the end of the 6 months, your continued employment with the Company may be confirmed. Subject to your performance during the probation period, the Company reserves the right, at its sole discretion, to extend the period of probation for such period as it seems fit. During the probationary period, you or the company may terminate your employment on 1 (one) month written notice.

5. Working Hours

It is mandatory to work at least 8 hours a day, inclusive of 1-hour break for 6 days a week. You will be required to login by 09:00 am in the morning or as per the shift schedule (if applicable). Your hours of work and shift timings may be subject to variation depending on the schedule operated by your department, for which you will be notified from time to time or as per schedule. It is mandatory to maintain the minimum number of working hours. Exceptions can be considered in genuine cases. You will be required to work for additional hours/days in case of business needs and as instructed by your reporting manager.

6. Annual Vacation and Holidays

- You will be entitled to 18 Earned Leaves in a calendar year which runs from 01st January to 31st December every year. This will be prorated based on number of days worked.
- In addition, you will be entitled to 12 paid public holidays which would be communicated to you at the beginning of every year.
- On the termination of your employment, you will be paid in respect of any accrued but untaken vacation. If you have exceeded your accrued vacation entitlement, you hereby consent to the excess being deducted from any sums due to by the Company on termination.
- Further details on holidays, leave policy including encashment and carry forward and vacation entitlement will be as per the leave policy.

7. Resignation

In the event of you deciding to resign from the services of the Company after confirmation, you will have to give 2 (two) months' prior written notice to the Company. During the probation period, you will have to give 1 (one) month's prior written notice to the Company, as per clause 4. However, at the sole discretion of the Company, you can pay the Company an amount equal to gross remuneration in lieu of the unserved notice period. On resignation, you will be paid 50% of the salary during the notice period and rest will be paid along with the final settlement on completion of relieving formalities. The relieving date will be at the sole discretion of the Company.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

8. Termination

The Company may terminate the employment with or without cause under the following conditions:

a. **With Cause Termination**: The Company may, immediately and without notice, terminate you from employment with cause. Cause shall mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company's reputation; (iii) substantial or continued unwillingness to perform duties as reasonably directed by Reporting Manager; (iv) gross negligence or deliberate misconduct; (v) Accepting employment offer from our Clients or (v) any material breach of the covenants mentioned in this Agreement. You hereby acknowledge that you will continue obligations under this Agreement in the event of being terminated with cause till your last working day as decided by the Company.

b. **Without Cause Termination**: You acknowledge and agree that the Company shall have the right to terminate your employment with the Company, without cause, upon serving two months' notice or by giving an amount equal to two months emolument in lieu of the notice.

9. Medical Insurance

You will be covered under a Group Medical Insurance by the associated insurer with MedGenome Labs Ltd. The details of the group medical insurance will be shared with you post your joining.

10. Discipline and Grievances

The disciplinary rules do fall under the purview of this contractual obligation. Disciplinary sanctions may include oral or written warning and the Company reserves the right to transfer you to another position, to demote you or to impose financial penalty, if appropriate and as suggested by the Grievance committee. If it appears that you have committed an act of serious misconduct, you may be terminated by the Company.

All your grievances are to be highlighted to the appropriate authority as per the Grievance Redressal Policy.

11. Deductions

You agree as a term of your employment with the Company that the Company shall be entitled at any time during your employment or in any event on termination, to deduct from your actual total compensation any amount due from you to the Company, including but not limited to:

- Any debt or advance for the time being owed by you to the Company or any other entity.
- Any deduction relating to vacation or holiday taken in excess of entitlement as at the date of the termination of employment.
- Any deduction in respect of costs incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

The Company's obligation to relieve you from your responsibilities upon termination/resignation is subject to the full & final settlement by the Employee to the satisfaction of the Company, including but not limited to, the collection of overdue amounts from customer that is designated by the employee's direct reporting manager.

In addition to the above, you also agree that, as a term of your employment, the Company shall be entitled to temporarily deduct or defer a portion of your compensation for a specified period, under adverse circumstances beyond the reasonable control of the Company such as an Economic Recession or a Force Majeure Event; where an Economic Recession shall mean a slowdown or significant contraction in economic activities in the Company's region of business and where, a Force Majeure Event shall mean any event beyond the reasonable control of the Company, which prevents, restricts, delays or otherwise interferes with the normal business operations of the Company, including but not limited to government legislations, fires, floods, explosions, epidemics, accidents, acts of god, wars, riots, strikes, lockouts, or other concerted acts of workmen, acts of government or shortages of materials. This deduction or deferral shall be subject to written notice from the Company, where the notice shall contain the effective period of deduction or deferral and the amount of deduction or deferral.

12. Taxes

All payments to be made by the Company to you, pursuant to your employment, shall be subject to deduction and withholdings of tax or otherwise as the Company may be mandated or required to do so whether by any applicable laws, regulations, or guidelines or pursuant to any contract to such effect.

13. Intellectual Property of the Company : All intellectual property rights (whether registered or not), including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spread sheet files, designs and all other files, documents etc. prepared by you (whether in hard or soft format) (collectively "Intellectual Property") of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to you by the Company or developed by you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the **Genome Analyst Trainee** during the course of the employment (collectively "Company Properties") shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes, electronic media and hard copies. You hereby acknowledge and agree that you shall not have any right or interest, of any nature whatsoever, on any such Intellectual Property and/or Company Properties including in each case all copies thereof in any medium, including computer tapes, electronic media and hard copies, as stated above. You also acknowledge and agree that all work product generated by you in relation to or in connection with your employment with the Company including any improvements, but not limited to, any and all information, drawings, notes, material, diagrams, formulae, and Intellectual Property therein, shall be and remain the property of the Company and that you shall not obtain any proprietary rights or interest of any nature over any such work product.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

14. Professional Ethics & Confidentiality

- during your employment in the Company, you are not permitted to carry on any business or profession or enter into, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person unless done so with the express permission of the Company. You will endeavour to promote the interest of the Company, and shall comply with all operating policies, procedures and practices of the Company and will not divulge to any person or utilize any of the Company's secret or other related information (which you may possess by reason of your association with the Company) outside the Company:
- unless you have first obtained the Company's written consent, you shall not disclose, divulge, or use at any time, either during or after your engagement by the Company, any of the Company's secret or confidential information which is received during the course of your employment, whether patentable or not.
- You shall agree to use any such confidential information received pursuant to this offer for internal use only and will not divulge or disclose said information to any other party.
- upon termination of your engagement with the Company, you shall promptly deliver to the Company all Confidential Information, Company Properties, work products, manuals, letters, notes, notebooks, client list, client data / information, software, and reports and copies of any of them, and all other materials of a secret or confidential nature relating to the Company's business or activities and which are in your possession or under your control.

15. Non-Competition, Non-Solicitation and Confidentiality: Details of the Non-Compete, Non-Solicitation and Confidentiality conditions are provided in Annexure C of this agreement.

16. Governing Law; Jurisdiction: The Parties agrees that this Agreement shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at Bengaluru, Karnataka shall have exclusive jurisdiction to entertain any suit, dispute, litigation, or legal proceedings in respect of or under this Agreement.

17. Arbitration: Any dispute, differences or controversy of whatever nature and howsoever arising under or out of or in relation to your employment with the Company or this Agreement (including its interpretation) between the parties, and so notified in writing by either party to the other party (the 'Dispute') shall, in the first instance be attempted to be resolved amicably. Any Dispute which is not resolved amicably by conciliation within the period of 30 (thirty) days shall be finally decided by a sole arbitrator appointed by the 'President-

Arbitration Centre-Karnataka in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 or any statutory re-enactment or modification for the time being in force. The venue of such Arbitration shall be city of Bengaluru, Karnataka and language of Arbitration shall be English. The cost of arbitration shall be borne by the party against whom an award is passed. The arbitration award made by the sole arbitrator shall be final and binding on the parties and the parties agree to be bound thereby and to act accordingly.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

ANNEXURE A
ROLES AND RESPONSIBILITIES

Ms. Roshini B R appointed as a **Genome Analyst Trainee** in the **Lab Operations Department** will be reporting to **Dr. Thenral (Principal Scientist),** MedGenome Labs Ltd.

Key Roles and Responsibilities:

- Checking QC data of NGS and other genetic data generated from clinical samples
- Analysis of sequenced variants (NGS/ Sanger sequencing), interpretation of the results and generating test reports (Necessary training and guidance will be available from the team lead)
- Interaction with bioinformatics and laboratory team in the analysis and interpretation of genetic data generated
- Careful, critical and systematic analysis, literature curation and interpretation of the NGS data with an eye for details
- Effective implementation of turnaround time of the test reports assigned, is a critical function of the job
- Effective proactive communication with the team leader and across the departments is mandatory
- Participation in internal research projects as and when required
- Provide support for other molecular biology activities in the lab (as needed)
- Help develop molecular diagnostic assays (as needed)
- Validation of mutations, design of primers and probes (as needed) Publications and/or other recognitions and prior experience in NGS technology will be an added advantage

The responsibilities set in here may be subject to change periodically based on the needs of the Company.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

ANNEXURE B
REMUNERATION PAYABLE

Name:	**Roshini B R**	**DOJ**	**27-July-2022**
Designation	**Genome Analyst Trainee**		
Total Annual CTC:	**INR: 3,50,000/- (Rupees Three Lakhs Fifty Thousand Only)**		

Category	Monthly	Annual
Gross Salary	**27,367**	**3,28,404**
Salary Components		
Basic Salary	21,100	2,53,200
Special Allowance	6,267	75,200
PF Employer Contribution	1,800	21,600
Fixed CTC	**29,167**	**3,50,000**
Total CTC	**29,167**	**3,50,000**
Deductions:		
PF Employer Contribution	1,800	21,600
PF Employee Contribution	1,800	21,600
Professional Tax*	200	2,400
Total	**3,800**	**45,600**
Net Take Home	**25,367**	**3,04,404**

- Professional Tax will be deducted as per the respective State.
- Labour Welfare Fund applicable as per the respective State.
- Tax Deducted at Source is applicable as per the IT Act & employee investment declaration.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

ANNEXURE C

Non-Competition, Non-Solicitation and Confidentiality Agreement

MedGenome Labs Ltd. ("the Company**")** & **Ms. Roshini B R** residing at **D/O B R Ravindranathaiah Setty, Rohila Nilaya, Piteel Balaramaiah Layout, Anjani West Extension, Chintamani, Chikkaballapur, Karnataka - 563125** agrees as follows:

In general, the Company employs the **Genome Analyst Trainee** and their desires to continue their employment to render services on behalf of the Company, subject to the supervision and direction of the Chief Executive Officer or his duly authorized designee.

During your employment with the Company, you shall not directly or indirectly:

- Perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company.
- You acknowledge that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any and all information including but not limited to information that the Company provides to the Consultant under this Agreement, information received from others that the Company is obligated to treat as confidential, those information which the Consultant gains access to or gathers or learns in pursuance to the performance of his obligations under his employment with the Company as well as any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by you as the result of employment with the Company and which falls within the following general categories:

  (i) information regarding the Company's Intellectual Property (whether registered or registrable), trade secrets and technology of the Company.
  (ii) information relating to trade secrets of the Company or any customer of the Company.
  (iii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company.
  (iv) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company.
  (v) information related to products in general or as described in this agreement and
  (vi) Any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

- You recognize that the services to be performed by you are special and unique, and that by reason of your duties, you will acquire Confidential Information. You recognize that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this Agreement, you agree that:

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

(i) you shall never, during the term of your employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with your employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the term of this Agreement.

(ii) during the term of your employment by the Company, you shall exercise all due and diligent precautions to protect the integrity of the Company's customer information, employee data, lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information, and, upon termination of your employment, you shall return all such documents and any copies thereof, in your possession or control.

(iii) during the non-competition period, as described hereafter, you shall exercise the very same standards to protect any Confidential Information and shall never, directly, or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with your employment, it being understood that this subparagraph shall survive the term of this Agreement.

- Upon the termination or expiration of this Agreement, you shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.

- You agree that the provisions of this paragraph (a) are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill, and reputation.

- During the Non-Competition Period (as hereinafter defined), you shall not in any way, be engaged, directly or indirectly, anywhere within India during such period as an employee, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship, or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company. Without limiting the foregoing, during the Non-Competition Period the you shall not seek to persuade, directly or indirectly, any director, officer or any other employee of the Company to discontinue that individual's status or employment with the Company, nor to become employed in any activity similar to or competitive with the activities of the Company, nor will you, directly or indirectly, hire or retain any such person, nor will you solicit or cause or authorize, directly or indirectly, to be solicited, for or on behalf of yourself or any third party, from others who are customers of the Company, any business which is competitive with the Company.

- For purposes of this Agreement, the Non-Competition Period shall mean the period commencing on the date hereof and ending two (2) years after the date that your employment hereunder is terminated.

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bangalore - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

- You acknowledge that any breach or threatened breach or alleged breach or alleged threatened breach by you of the provisions hereof can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by you of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under this Agreement or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Accepting this offer

We hope that you will accept our offer, in which case please do the following:

• Signify your acceptance of offer by replying via email.

• The provision of misleading, false, or inaccurate information, or the omission of material fact, may be legitimate cause for the immediate withdrawal of this offer of employment or, once you have joined the firm, for disciplinary action up to a including dismissal.

We look forward to your joining the firm.

For **MedGenome Labs Ltd,**



Surajit Chakrabartty
Chief Financial Officer

Roshini B R

Registered Office
MedGenome Labs Ltd
3rd Floor, Narayana Nethralaya Building,
Narayana Health City, # 258/A, Bommasandra,
Hosur Road, Bengaluru - 560 099, India.
T: +91 (0) 80 6715 4901
www.medgenome.com

MEDGENOME

20-January-2022

To Whomsoever It May Concern

Dear Anushree,

This is in reference to your application to intern with us. We are glad to inform you that your application has been accepted and you shall be permitted to pursue an Internship **at MedGenome Labs Ltd.,** for a period of **6 months** starting from **27-Jan-2022 to 26-Jul-2022.**

During this internship, a stipend of INR: 15,000/- will be paid monthly. You shall work in the **Lab Operations Department** under the guidance of **Thenral S G, Senior Scientist.**

You shall be bound by the general rules and regulations of MedGenome Labs Ltd while you are engaged in this internship.

For` MedGenome Labs Ltd.,



Surajit Chakrabartty
Chief Financial Officer

molecular connections

ISO/IEC 27001:2013 certified

May 19, 2022

Ms. Bhavana A G
#1, Dharmaguru Nilaya,
Narashettihalli, Channagiri Taluk ,
Davanagere - 577213

Dear Ms. Bhavana A G,

With reference to the selection process attended by you at Molecular Connections Private Limited, we are pleased to engage your services as an intern in our Organization on the following terms.

1. Duration of the project assignment would be from **May 27, 2022** to **August 31, 2022** and the work location would be **"Bangalore".**

2. You shall be paid a stipend of INR **16000**/- per month (subject to applicable tax deductions).

3. You would unconditionally assign to the Company all rights, without any limitation, including copyright, trademarks, patents, intellectual property, etc. which are developed by you either directly or indirectly from the work you do for the Company. You will be bound by the Non-Disclosure Agreement of the Company and will have to execute the same before you begin the work.

4. Either side (Company or the intern) can terminate this agreement for any reason by providing minimum One (1) month advance written notice.

5. You will be required to submit copies of the following documents/testimonials for verification:
   - Educational qualifications and professional certifications.
   - Address proof and ID proof (PAN card & Passport, Driving license, etc.)
   - Cancelled Cheque Leaf/Passbook front page
   - 1 Passport Size photograph

Yours sincerely,
For Molecular Connections Pvt. Ltd.,

Chendil Kumar S
Vice President – Human Resources

Pratap Ch. Dey.

Bhavana A G

Audit Trail

DigiSigner Document ID: c6830bff-e80a-4fed-a01c-603fdcb99388

Signer

Signature

Email: pratap@molecularconnections.com
IP Address: 223.184.24.229



Email: chendilkumar.s@molecularconnections.com
IP Address: 2402:3a80:1e19:e707:583a:bde2:8e62:44e8



Email: bhavanaanneplar@gmail.com
IP Address: 2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d



Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	5/19/22 2:54:29 AM EDT	14.99.187.2
Open document	hrteam@molecularconnections.com	5/19/22 2:57:07 AM EDT	14.99.187.2
Close document	hrteam@molecularconnections.com	5/19/22 2:57:25 AM EDT	14.99.187.2
Send for signing	hrteam@molecularconnections.com	5/19/22 2:58:50 AM EDT	14.99.187.2
Open document	pratap@molecularconnections.com	5/19/22 3:03:07 AM EDT	223.184.24.229
Sign document	pratap@molecularconnections.com	5/19/22 3:03:43 AM EDT	223.184.24.229
Close document	pratap@molecularconnections.com	5/19/22 3:03:43 AM EDT	223.184.24.229
Open document	chendilkumar.s@molecularconnections.com	5/19/22 3:39:56 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Sign document	chendilkumar.s@molecularconnections.com	5/19/22 3:40:24 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Close document	chendilkumar.s@molecularconnections.com	5/19/22 3:40:24 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Open document	bhavanaanneplar@gmail.com	5/19/22 4:28:56 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 4:30:28 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 4:45:49 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 5:16:07 AM EDT	2409:4052:2e1b:affc:a5e3:12b9:3f5a:5420
Download document	bhavanaanneplar@gmail.com	5/19/22 5:17:26 AM EDT	2409:4052:2e1b:affc:a5e3:12b9:3f5a:5420
Open document	bhavanaanneplar@gmail.com	5/19/22 6:41:47 AM EDT	2409:4052:2204:33bf:e8b0:f564:122b:7473
Open document	bhavanaanneplar@gmail.com	5/21/22 1:23:24 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Download document	bhavanaanneplar@gmail.com	5/21/22 1:23:29 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Sign document	bhavanaanneplar@gmail.com	5/21/22 1:24:21 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Close document	bhavanaanneplar@gmail.com	5/21/22 1:24:21 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

FW: FW: Dayananda Sagar Institutions_ Students list - Karger Project

prasath.n <prasath.n@moleculerconnections.com> Fri, May 13, 2022 at 8:28 PM
To: savithakp@dayanandasagar.edu

Hi Prasath,

The below members are selected. Could you please get in touch with the placement office to know how early they can join us. Will appreciate if they can join us on 18th May.

Beena ~ Please find the project details and reporting manager will be Karthik. They all will be reporting to office as they are from Bangalore and employment will be onsite consultant for 3 months. Post that they will be offer regular position.

SL No	Name	Contact No	Email	Project name
1	Bhavana A G	bhavanaanneplar@gmail.com	6360590446	Development of content enrichment and analytics platform
2	Payel Saha	spayel1234@gmail.com	7059914307	Development of content enrichment and analytics platform
3	Deeksha C	deekshagowda815@gmail.com	7899621901	Development of content enrichment and analytics platform
4	Nidhish P	nidhishp6@gmail.com	7406449969	Development of content enrichment and analytics platform

Thanks and Regards,

Pratap

Virus-free www.clamav.net

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

This e-mail is confidential and should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error please inform the sender and delete it from your mailbox and any other storage mechanisms. Neither Molecular Connections Pvt. Ltd. (including its subsidiaries or group companies) nor any of its agents accept any liability for any statements or representations made in this email or its attachments. E-mails received over internet may be corrupted, contain viruses or malicious website links and the sender may or may not the person(s) they appear to represent.

Please note that neither Molecular Connections Pvt. Ltd nor any of its agents accept any responsibility for viruses or malicious links that may be contained in this e-mail or its attachments and it is your responsibility to scan the e-mail, attachments and website links, if any. No contracts or agreements may be concluded on behalf of Molecular Connections Pvt. Ltd or its agents by means of e-mail communication. Molecular Connections Pvt. Ltd. or its agents accept no liability whatsoever due to any direct, indirect or consequential damage suffered by recipients, their personal or employers computers, phones, all electronic devices, network and/or servers or to any third parties by clicking, accessing or use of this email or website links or attachments, if any.

4 attachments

Deeksha resume - Deeksha C Gowda.pdf
481K

Emailing Payel Saha-1 - Payel Saha.pdf
274K

Nidhish P CV - Nidhish P.PDF
154K

Bhavana's Resume (07) - Bhavana Annyplar.pdf
60K

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

August 08, 2022

LETTER OF APPOINTMENT

Ms. Deeksha C
461/A, 7th cross,
7th Block, Jayanagar,
Bangalore-560070

Dear Ms. Deeksha C,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("***Letter***"). Your employment with the Company shall commence from **August 10, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "***Employment Period***").

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company

1.6 You will initially be a confirmed employee of the Company.

1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of **12 months**. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.

1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/

1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

2. SALARY, BONUSES, ETC.

2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.

2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.

2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.

2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.

2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

3. DUTIES AND OTHER ACTIVITIES

3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.

3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

4. PLACE OF WORK

4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

5. RULES AND REGULATIONS

5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

6. COMPLIANCE WITH APPLICABLE LAWS

6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.

6.2 Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business

6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7. TERMINATION OF EMPLOYMENT

7.1 The Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.

7.2 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.

7.3 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:

7.3.1 The Company's right to claim the actual damages it has suffered on account of such breach; and

7.3.2 Any other relief to which the Company may be entitled under contract, law or equity.

7.4 **Misconduct will include without limitation:**

7.4.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

7.4.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;

7.4.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;

7.4.4 Causing damage to the reputation or property of the Company;

7.4.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;

7.4.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.

7.4.7 Any criminal or illegal activity breaking laws or any conviction by a court of law

7.5 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

7.6 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.

7.7 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.

7.8 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.9 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.10 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard "***Non Disclosure of Confidential Information and Invention Assignment Agreement***" as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

10. NON SOLICITATION AND NON COMPETITION

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

11. INDEMNIFICATION

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

12. GENERAL

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,
For Molecular Connections Private Limited

Jignesh Bhate
Name : Jignesh Bhate
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: Deeksha

Name of the Employee: Deeksha C
Date: 08/12/2022

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)

NAME	**Ms. Deeksha C**
DESIGNATION	**Scientific Analyst**
GRADE	**7**
LEVEL	**2**
EFFECTIVE DATE	**August 10, 2022**

	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	**FIXED COMPONENTS**		
	Basic + DA	15000	180000
	M_Bonus	3000	36000
B.	**RETIREMENT BENEFITS**		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	**OTHER BENEFITS**		
	ESIC (Employer contribution)	585	7020
	MONTHLY CTC (A+B+C)	**21107**	
	ANNUAL CTC (A+B+C)		**253284**

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.
[Annual Gross + Total Benefits]

Signed By: Jignesh Bhate **Date: August 08, 2022**

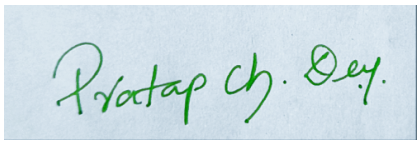
Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Pratap Ch. Dey

Deeksha

Audit Trail

DigiSigner Document ID: 06b7d767-5c2b-47b6-bf67-9d5b480dd48b

Signer	Signature
Email: pratap@molecularconnections.com IP Address: 45.112.32.2	
Email: jignesh@molecularconnections.com IP Address: 103.31.215.138	
Email: jignesh@molecularconnections.com IP Address: 103.31.215.138	
Email: deekshagowda815@gmail.com IP Address: 2401:4900:61be:2c58:4553:9eb0:dcbe:1a6a	
Email: deekshagowda815@gmail.com IP Address: 2401:4900:61be:2c58:4553:9eb0:dcbe:1a6a	

Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	8/11/22 5:24:07 AM EDT	14.99.187.2
Open document	hrteam@molecularconnections.com	8/11/22 5:41:48 AM EDT	14.99.187.2
Close document	hrteam@molecularconnections.com	8/11/22 5:42:52 AM EDT	14.99.187.2
Send for signing	hrteam@molecularconnections.com	8/11/22 5:43:36 AM EDT	14.99.187.2
Open document	pratap@molecularconnections.com	8/11/22 6:18:54 AM EDT	45.112.32.2
Sign document	pratap@molecularconnections.com	8/11/22 6:19:14 AM EDT	45.112.32.2
Close document	pratap@molecularconnections.com	8/11/22 6:19:14 AM EDT	45.112.32.2
Open document	jignesh@molecularconnections.com	8/11/22 6:31:41 AM EDT	103.31.215.138
Sign document	jignesh@molecularconnections.com	8/11/22 6:31:57 AM EDT	103.31.215.138
Close document	jignesh@molecularconnections.com	8/11/22 6:31:57 AM EDT	103.31.215.138
Open document	deekshagowda815@gmail.com	8/12/22 1:52:44 AM EDT	2401:4900:61be:2c58:4553:9eb0:dcbe:1a6a
Sign document	deekshagowda815@gmail.com	8/12/22 2:04:38 AM EDT	2401:4900:61be:2c58:4553:9eb0:dcbe:1a6a
Close document	deekshagowda815@gmail.com	8/12/22 2:04:38 AM EDT	2401:4900:61be:2c58:4553:9eb0:dcbe:1a6a

molecular connections

ISO/IEC 27001:2013

Non-Disclosure Agreement

I, **Sneha Sridhar**, hereby agree that all MOLECULAR CONNECTIONS PVT LTD (hereinafter "MOLECULAR CONNECTIONS")-owned data, information and documentation disclosed to me or developed by me in association with the agreement between MOLECULAR CONNECTIONS and MYSELF will be considered to be sensitive, confidential, and proprietary ("Proprietary Information"). I agree that all information shall be considered Proprietary Information unless indicated otherwise, and I agree to maintain the Proprietary Information in strictest confidence.

I understand and agree that the Proprietary Information may be used only in connection with my employment and only to the extent necessary for MYSELF to fulfill its contractual obligations with MOLECULAR CONNECTIONS. Under no circumstances will I distribute the Proprietary Information for any other purpose, including but not limited to, distribution by assignment, sale, sublicense, loan or other means of transfer to any third party, and any commercial use, whether paid or unpaid.

I understand and agree that I may only disclose Proprietary Information with the employees, agents or representatives of MOLECULAR CONNECTIONS who are bound by a similar requirement of confidentiality. However, I understand that my obligations under this paragraph will not apply to information that:

A. Is or becomes known to the general public without improper action or inaction by me;

B. Was rightfully disclosed to me by a third party that is not obligated to MYSELF or MOLECULAR CONNECTIONS to maintain confidentiality, provided that I comply with any restrictions imposed by the third party;

C. Is disclosed by me with CONSULTANT' or MOLECULAR CONNECTIONS' prior written approval; or

D. Is disclosed pursuant to a court order.

I warrant and represent that my affiliation with any company, whether as an employee, officer, director, agent, consultant or otherwise, is not such that a conflict of interest would be created by receiving the Proprietary Information covered by this Agreement.

I understand and acknowledge MOLECULAR CONNECTIONS may take all reasonable steps to protect the Proprietary Information, including but not limited to, seeking injunctive relief and any other remedies available at law or in equity in the event that I breach this Agreement.

To be binding, all additions and modifications to this Agreement must be made in writing itemerencing this Agreement and must be signed by both parties.

For MOLECULAR CONNECTIONS PVT LTD	**ACCEPTED AND AGREED: CONSULTANT**
By : 	By : sneha s
Name: **Chendil Kumar S** **Vice President – Human Resources**	Name: **Sneha Sridhar**
Date: **June 02, 2022**	Date: **June 02, 2022**

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

candidates cleared the written test and Final Technical Round with us

prasath.n <prasath.n@molecularconnections.com> Fri, Jun 24, 2022 at 1:56 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi madam,

Please find the below selected candidate and will be reporting our office 27th June 2022.

Sneha Kishore	snehakortikere@gmail.com	7899612934	Onsite – Bangalore Office	Karger

Regards

Prasath N

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

candidates cleared the written test and Final Technical Round with us

prasath.n <prasath.n@molecularconnections.com> Fri, Jun 24, 2022 at 1:38 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi Madam,

Please find the following candidates cleared the written test and Final Technical Round with us.

2	Kalpitha M kumar
3	Mrudula RD
4	Harshitha GK
5	Monisha S

Thanks & Regards

N.Prasath

Sr.Executive – HR

Mobile :9345660160

Virus-free www.clamav.net

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

This e-mail is confidential and should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error please inform the sender and delete it from your mailbox and any other storage mechanisms. Neither Molecular Connections Pvt. Ltd. (including its subsidiaries or group companies) nor any of its agents accept any liability for any statements or representations made in this email or its attachments. E-mails received over internet may be corrupted, contain viruses or malicious website links and the sender may or may not the person(s) they appear to represent.

Please note that neither Molecular Connections Pvt. Ltd nor any of its agents accept any responsibility for viruses or malicious links that may be contained in this e-mail or its attachments and it is your responsibility to scan the e-mail,

attachments and website links, if any. No contracts or agreements may be concluded on behalf of Molecular Connections Pvt. Ltd or its agents by means of e-mail communication. Molecular Connections Pvt. Ltd. or its agents accept no liability whatsoever due to any direct, indirect or consequential damage suffered by recipients, their personal or employers computers, phones, all electronic devices, network and/or servers or to any third parties by clicking, accessing or use of this email or website links or attachments, if any.

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

June 30, 2022

LETTER OF APPOINTMENT

Ms. Kalpitha M Kumar
#1519, 19th Cross,
14th Main,
Kumarswamy layout, 1st stage,
Bangalore - – 560078

Dear Ms. Kalpitha M Kumar,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("***Letter***"). Your employment with the Company shall commence from **July 04, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "***Employment Period***").

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company

1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.

1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of **18 months** including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.

1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/

1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

2. SALARY, BONUSES, ETC.

2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.

2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.

2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.

2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.

2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

3. DUTIES AND OTHER ACTIVITIES

3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.

3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

4. PLACE OF WORK

4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

5. RULES AND REGULATIONS

5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

6. COMPLIANCE WITH APPLICABLE LAWS

6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.

6.2 Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business

6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7. TERMINATION OF EMPLOYMENT

7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.

7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.

7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.

7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:

7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and

7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.

7.5 **Misconduct will include without limitation:**

7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;

7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;

7.5.4 Causing damage to the reputation or property of the Company;

7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;

7.5.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.

7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law

7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.

7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.

7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard "***Non Disclosure of Confidential Information and Invention Assignment Agreement***" as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

10. NON SOLICITATION AND NON COMPETITION

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

11. INDEMNIFICATION

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

12. GENERAL

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,
For Molecular Connections Private Limited

Jignesh Bhate
Name : Jignesh Bhate
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature:

Name of the Employee: Kalpitha M Kumar
Employee Code:
Date: 01/07/2022

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)

NAME	**Ms. Kalpitha M Kumar**
EMP CODE	
DESIGNATION	**Scientific Analyst**
GRADE	**7**
LEVEL	**2**
EFFECTIVE DATE	**July 04, 2022**

	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	**FIXED COMPONENTS**		
	Basic + DA	15000	180000
	M_Bonus	3000	36000
B.	**RETIREMENT BENEFITS**		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	**OTHER BENEFITS**		
	ESIC (Employer contribution)	585	7020
	MONTHLY CTC (A+B+C)	**21107**	
	ANNUAL CTC (A+B+C)		**253284**

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.
[Annual Gross + Total Benefits]

Signed By: Jignesh Bhate **Date: June 30, 2022**

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Bharat

Kalpitha

Audit Trail

DigiSigner Document ID: 220fdb31-6988-4ad0-81c4-6cbc575225aa

Signer	Signature
Email: bharat@molecularconnections.com IP Address: 45.112.32.2	
Email: jignesh@molecularconnections.com IP Address: 223.231.187.186	
Email: jignesh@molecularconnections.com IP Address: 223.231.187.186	
Email: kalpitha1101999@gmail.com IP Address: 2402:e280:2146:363:c053:ef32:d3ee:2163	
Email: kalpitha1101999@gmail.com IP Address: 2402:e280:2146:363:c053:ef32:d3ee:2163	

Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	6/30/22 12:56:51 PM EDT	49.207.193.174
Open document	hrteam@molecularconnections.com	6/30/22 1:02:56 PM EDT	49.207.193.174
Close document	hrteam@molecularconnections.com	6/30/22 1:04:09 PM EDT	49.207.193.174
Send for signing	hrteam@molecularconnections.com	6/30/22 1:05:07 PM EDT	49.207.193.174
Open document	bharat@molecularconnections.com	6/30/22 10:29:05 PM EDT	45.112.32.2
Sign document	bharat@molecularconnections.com	6/30/22 10:29:34 PM EDT	45.112.32.2
Close document	bharat@molecularconnections.com	6/30/22 10:29:34 PM EDT	45.112.32.2
Open document	jignesh@molecularconnections.com	6/30/22 11:26:25 PM EDT	223.231.187.186
Sign document	jignesh@molecularconnections.com	6/30/22 11:27:10 PM EDT	223.231.187.186
Close document	jignesh@molecularconnections.com	6/30/22 11:27:10 PM EDT	223.231.187.186
Open document	kalpitha1101999@gmail.com	7/1/22 1:21:27 AM EDT	2402:e280:2146:363:691f:53c3:2f4a:b896
Download document	kalpitha1101999@gmail.com	7/1/22 1:44:17 AM EDT	2402:e280:2146:363:691f:53c3:2f4a:b896
Open document	kalpitha1101999@gmail.com	7/1/22 8:26:14 AM EDT	2402:e280:2146:363:a938:ae17:acbe:dc9f

Open document	kalpitha1101999@gmail.com	7/1/22 8:33:23 AM EDT	2402:e280:2146:363:c053:ef32:d3ee:2163
Open document	kalpitha1101999@gmail.com	7/1/22 8:36:29 AM EDT	2402:e280:2146:363:c053:ef32:d3ee:2163
Sign document	kalpitha1101999@gmail.com	7/1/22 8:37:08 AM EDT	2402:e280:2146:363:c053:ef32:d3ee:2163
Close document	kalpitha1101999@gmail.com	7/1/22 8:37:08 AM EDT	2402:e280:2146:363:c053:ef32:d3ee:2163

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

September 16, 2022

LETTER OF APPOINTMENT

Ms. Prathima Gaddi
 # 173, 4th cross ,MEI Layout, Bagalgunte,
Hesarghatta main road Bengaluru – 560073

Dear Ms. Prathima Gaddi,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("***Letter***"). Your employment with the Company shall commence from **September 21, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "***Employment Period***").

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company

1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.

1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of **12 months** including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.

1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/

1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

2. SALARY, BONUSES, ETC.

2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.

2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.

2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.

2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.

2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

3. DUTIES AND OTHER ACTIVITIES

3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.

3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

4. PLACE OF WORK

4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

5. RULES AND REGULATIONS

5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

6. COMPLIANCE WITH APPLICABLE LAWS

6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.

6.2 Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business

6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7. TERMINATION OF EMPLOYMENT

7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.

7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.

7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.

7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:

7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and

7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.

7.5 **Misconduct will include without limitation:**

7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;

7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;

7.5.4 Causing damage to the reputation or property of the Company;

7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;

7.5.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.

7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law

7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.

7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.

7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.



7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard "***Non Disclosure of Confidential Information and Invention Assignment Agreement***" as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

10. NON SOLICITATION AND NON COMPETITION

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

11. INDEMNIFICATION

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

12. GENERAL

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,
For Molecular Connections Private Limited

Jignesh Bhate
Name : Jignesh Bhate
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature:

Name of the Employee:
Employee Code:
Date:

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)

NAME	**Ms. Prathima Gaddi**
EMP CODE	
DESIGNATION	**Scientific Analyst**
GRADE	**7**
LEVEL	**2**
EFFECTIVE DATE	**September 21, 2022**

	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	**FIXED COMPONENTS**		
	Basic + DA	15000	180000
	M_Bonus	3000	36000
B.	**RETIREMENT BENEFITS**		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	**OTHER BENEFITS**		
	ESIC (Employer contribution)	585	7020
	MONTHLY CTC (A+B+C)	**21107**	
	ANNUAL CTC (A+B+C)		**253284**

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.
[Annual Gross + Total Benefits]

Signed By: Jignesh Bhate **Date: September 16, 2022**

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Arathi

Audit Trail

DigiSigner Document ID: 55d1616e-1b04-4995-9d21-4d38c2d80fcd

Signer	Signature
Email: arathi@molecularconnections.com IP Address: 117.213.170.38	
Email: jignesh@molecularconnections.com IP Address: 14.99.187.2	
Email: jignesh@molecularconnections.com IP Address: 14.99.187.2	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	
Email: prathikush2706@gmail.com IP Address: 223.231.189.224	

Email: prathikush2706@gmail.com
IP Address: 223.231.189.224



Email: prathikush2706@gmail.com
IP Address: 223.231.189.224



Email: prathikush2706@gmail.com
IP Address: 223.231.189.224



Email: prathikush2706@gmail.com
IP Address: 223.231.189.224



Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	9/17/22 12:23:21 AM EDT	2406:7400:63:7272:e4c3:9fc9:b37e:b85
Open document	hrteam@molecularconnections.com	9/17/22 12:24:00 AM EDT	2406:7400:63:7272:e4c3:9fc9:b37e:b85
Close document	hrteam@molecularconnections.com	9/17/22 12:24:58 AM EDT	2406:7400:63:7272:e4c3:9fc9:b37e:b85
Send for signing	hrteam@molecularconnections.com	9/17/22 12:25:04 AM EDT	2406:7400:63:7272:e4c3:9fc9:b37e:b85
Open document	arathi@molecularconnections.com	9/19/22 5:53:01 AM EDT	117.213.170.38
Sign document	arathi@molecularconnections.com	9/19/22 5:53:24 AM EDT	117.213.170.38
Close document	arathi@molecularconnections.com	9/19/22 5:53:24 AM EDT	117.213.170.38
Open document	jignesh@molecularconnections.com	9/19/22 6:31:25 AM EDT	14.99.187.2
Sign document	jignesh@molecularconnections.com	9/19/22 6:31:38 AM EDT	14.99.187.2
Close document	jignesh@molecularconnections.com	9/19/22 6:31:38 AM EDT	14.99.187.2
Open document	prathikush2706@gmail.com	9/19/22 7:09:38 AM EDT	2401:4900:2777:ee73:c10:6708:6fe4:bd59
Open document	prathikush2706@gmail.com	9/21/22 1:53:57 AM EDT	2401:4900:61cd:eeb7:9099:58d2:edf0:1d5d
Sign document	prathikush2706@gmail.com	9/21/22 1:55:41 AM EDT	223.231.189.224
Close document	prathikush2706@gmail.com	9/21/22 1:55:41 AM EDT	223.231.189.224

4G 4:26 Vo) LTE 68
3

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

October 06, 2022

LETTER OF APPOINTMENT

Ms. Revathi S
5th B Main, 16th Cross,
JP Nagar 4th Phase,
Bangalore – 560078

Dear Ms. Revathi S,

Molecular Connections Private Limited (the **"Company"**), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter (***"Letter"***). Your employment with the Company shall commence from **October 10, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the ***"Employment Period"***).

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

Tools Mobile View Share PDF to DOC Edit on PC

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

June 30, 2022

LETTER OF APPOINTMENT

Ms. Mrudula RD
#370, 10th A Main,
1st D Cross, Sampige Layout,
Near Amarjyothinagar BBMP ward office (new BESCOM),
Bangalore - – 560079

Dear Ms. Mrudula RD,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("***Letter***"). Your employment with the Company shall commence from **July 04, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "***Employment Period***").

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company

1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.

1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of **18 months** including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.

1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/

1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

2. SALARY, BONUSES, ETC.

2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.

2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.

2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.

2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.

2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

3. DUTIES AND OTHER ACTIVITIES

3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.

3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

4. PLACE OF WORK

4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

5. RULES AND REGULATIONS

5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

6. COMPLIANCE WITH APPLICABLE LAWS

6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.

6.2 Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business

6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7. TERMINATION OF EMPLOYMENT

7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.

7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.

7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.

7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:

7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and

7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.

7.5 **Misconduct will include without limitation:**

7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;

7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;

7.5.4 Causing damage to the reputation or property of the Company;

7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;

7.5.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.

7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law

7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.

7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.

7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard "***Non Disclosure of Confidential Information and Invention Assignment Agreement***" as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

10. NON SOLICITATION AND NON COMPETITION

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

11. INDEMNIFICATION

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

12. GENERAL

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,
For Molecular Connections Private Limited

Jignesh Bhate
Name : Jignesh Bhate
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: 

Name of the Employee: MRUDULA RD
Employee Code:
Date: 01/07/2022

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)

NAME	**Ms. Mrudula R D**
EMP CODE	
DESIGNATION	**Scientific Analyst**
GRADE	**7**
LEVEL	**2**
EFFECTIVE DATE	**July 04, 2022**

	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	**FIXED COMPONENTS**		
	Basic + DA	15000	180000
	M_Bonus	3000	36000
B.	**RETIREMENT BENEFITS**		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	**OTHER BENEFITS**		
	ESIC (Employer contribution)	585	7020
	MONTHLY CTC (A+B+C)	**21107**	
	ANNUAL CTC (A+B+C)		**253284**

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.
[Annual Gross + Total Benefits]

Signed By: Jignesh Bhate **Date: June 30, 2022**

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Bharat



Audit Trail

DigiSigner Document ID: 623af99a-97f1-4345-8731-ab305e1ddee9

Signer

Signature

Email: bharat@molecularconnections.com
IP Address: 45.112.32.2



Email: jignesh@molecularconnections.com
IP Address: 223.231.187.186



Email: jignesh@molecularconnections.com
IP Address: 223.231.187.186



Email: chandanadrmtb5@gmail.com
IP Address: 2401:4900:62a0:a5a:435:a25a:eb9f:f4d8



Email: chandanadrmtb5@gmail.com
IP Address: 2401:4900:62a0:a5a:435:a25a:eb9f:f4d8



Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	6/30/22 12:56:37 PM EDT	49.207.193.174
Open document	hrteam@molecularconnections.com	6/30/22 12:59:58 PM EDT	49.207.193.174
Close document	hrteam@molecularconnections.com	6/30/22 1:01:51 PM EDT	49.207.193.174
Send for signing	hrteam@molecularconnections.com	6/30/22 1:02:48 PM EDT	49.207.193.174
Open document	bharat@molecularconnections.com	6/30/22 10:27:49 PM EDT	45.112.32.2
Sign document	bharat@molecularconnections.com	6/30/22 10:28:55 PM EDT	45.112.32.2
Close document	bharat@molecularconnections.com	6/30/22 10:28:55 PM EDT	45.112.32.2
Open document	jignesh@molecularconnections.com	6/30/22 11:27:46 PM EDT	223.231.187.186
Sign document	jignesh@molecularconnections.com	6/30/22 11:28:04 PM EDT	223.231.187.186
Close document	jignesh@molecularconnections.com	6/30/22 11:28:04 PM EDT	223.231.187.186
Open document	chandanadrmtb5@gmail.com	7/1/22 12:00:24 AM EDT	2401:4900:6190:19f3:15c6:556b:d8a8:dd8a
Open document	chandanadrmtb5@gmail.com	7/1/22 12:15:13 AM EDT	2401:4900:6190:19f3:15c6:556b:d8a8:dd8a
Download document	chandanadrmtb5@gmail.com	7/1/22 12:15:22 AM EDT	2401:4900:6190:19f3:15c6:556b:d8a8:dd8a

Open document	chandanadrmtb5@gmail.com	7/1/22 1:27:36 AM EDT	2401:4900:6190:19f3:15c6:556b:d8a8:dd8a
Open document	chandanadrmtb5@gmail.com	7/1/22 2:11:35 AM EDT	49.44.86.41
Open document	chandanadrmtb5@gmail.com	7/1/22 8:04:19 AM EDT	2401:4900:62a0:a5a:435:a25a:eb9f:f4d8
Sign document	chandanadrmtb5@gmail.com	7/1/22 8:06:21 AM EDT	2401:4900:62a0:a5a:435:a25a:eb9f:f4d8
Close document	chandanadrmtb5@gmail.com	7/1/22 8:06:21 AM EDT	2401:4900:62a0:a5a:435:a25a:eb9f:f4d8

Mylan Pharmaceuticals Private Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U73100TG1997PTC149781
A Viatris Company

Date: 24-June-2022

CONFIDENTIAL

Mr. Vinouth M
K.E.B Subhash Nagar
Anekal,Karnataka

Dear Mr.Vinouth,

Sub: Offer Letter

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Associate – Trainee at Grade 30 in Microbiology Department** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.375000/- per annum (Three Lakhs Seventy-Five Thousand Rupees Only),** inclusive of all annual and statutory benefits.
2. You will be under Training period for One year.
3. You will be based at OTL, Bangalore.
4. A formal letter of appointment will be issued at the time of joining.
5. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
6. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
7. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. This offer of appointment is subject to your medical fitness.
8. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty.
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Relieving letter from the previous employer and all experience certificates.
    d. Form No.16 from the previous employer.
    e. Salary Slips of last 2 months.
    f. Two reference letters (from previous employer).
    g. Passport, Driving License and PAN card copies.
    h. Three passport and four stamp size photographs.
    i. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **29-June-2022.**

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 25-June-2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,
For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date:24-June-2022

Name	**Mr. Vinouth M**
Grade	**30**
Designation	**Associate - Trainee**

Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	16,122	193,463
House Rent Allowance	8,061	96,731
Conveyance Allowance	1,600	19,200
Children Education Allowance	200	2,400
Medical Allowance	1,250	15,000
Other Allowance	2,083	24,991
Base Pay Total (A)	**29,315**	**351,784**
Retirement Benefits (B)		
Provident Fund	1,935	23,216
Retirement Benefits Total (B)	**1,935**	**23,216**
Total Compensation (A+B)		**375,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

14/04/2022

PARUL SINHA
3rd lane, 7th cross, Teacher's colony, Opp. GSI, Kumaraswamy layout.

TRAINEE OFFER LETTER

Dear PARUL SINHA,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Training Cost:

- Phase I Baseline Training – Free Online Training for 2 months.
- Phase II Training - on successful completion of 2 months online training, monthly stipend is revised to Rs 10,000.
- Phase III Training - on successful completion of Phase II, as a qualified Production-Ready Scribe (DR), you will be moved as an employee and you stand to earn a monthly remuneration of Rs. 22,000 per month.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to night shift 9 p.m. to 6 a.m.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
Lead – TA/HRBP

CTC ANNEXURE A

EMPLOYEE NAME:	**Anirudh Yadav**	
DESIGNATION:	**Talent Acquision Associate**	
DOJ:	**14.Sep.2022**	
SALARY COMPONENT	**MONTHLY**	**ANNUAL**
Basic + DA	14400	172800
HRA	5760	69120
Conveyance Allowance	1000	12000
Medical Reimbursement	1250	15000
Stat. Bonus	583	6996
Special Allowance	0	0
Gift Voucher	0	0
Children Education Allowance	0	0
Internet Allowance & Phone Allowance	0	0
Other Allowances	1007	12084
GROSS SALARY (A)	**24000**	**288000**
EMPLOYER CONTRIBUTION		
Provident Fund	1800	21600
ESIC	0	0
Group Health Insurance	355	4260
Gratuity	693	8312
TOTAL EMPLOYER CONTRIBUTION (C)	**2848**	**34172**
TOTAL FIXED COMPONENT		
TOTAL GROSS SALARY (A) + (B)	**26848**	**322172**
VARIABLE COMPONENT		
Performance Linked Bonus		**0**
TOTAL COST TO COMPANY		**322172**

Akshata D
HR Manager

Note:

1.PF & ESIC Contribution is as per the Statutory Laws and subject to change as per the latest Government Regulations.

2. Gratuity is payable as per the Gratuity Act.

3. Performance Linked Bonus is subject to individual performance and Company's Performance and as per the criteria's set by the Management which can be altered as per the business requirement

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

April 26, 2022

Mr. Lavanya TS
Bangalore
Quality Control

Through: Mr. Sharat S Sutrave, Director – Technical Operations.

Dear Lavanya

Offer Letter

This has reference to your application and subsequent interview you had with us. We are glad to inform you that you are offered an appointment as "Trainee" in our firm.

Your Basic Salary will be ₹8,440/-(Rupees Eight Thousand Four Hundred and Forty Only) per month and Flexible Benefit Plan amount will be ₹12,660/-(Rupees Twelve Thousand Six Hundred and Sixty Only) per month. The detailed break-up of your emoluments is attached for your ready reference.

You will be on training for a period of one year.

You will be issued a detailed appointment order when you join us.

As requested, you may join us on or before . Please bring with you original marks cards and a set of photocopies, 9 passport size photographs,1 postcard size colour photograph, 2 copies of stamp size colour photographs of yours, PAN card copy, Aadhaar card copy, copy of Voter ID, relieving letter/resignation acceptance letter and all other service certificates at the time of joining us. Please note that your appointment is subject to you producing all the above at the time of reporting for duty.

This offer of appointment is subject to;

i. You being found medically fit for employment with us. You will have to undergo medical examination by the authorized company doctor, and

ii. You being cleared after verification of your credentials and background.

..2...

April 26, 2022

Ms. Lavanya B

While we welcome you to our Firm, we wish you all the best for a fruitful and long association with us.

Please sign and return the duplicate copy of this letter as a token of your acceptance of our offer.

Thank you,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

Please note: *The salary offered to you is highly individual and confidential. Compensation package and benefits offered should not be disclosed to anyone*

Himalaya SINCE 1930 90+ YEARS OF TRUST

HIMALAYA WELLNESS COMPANY

NAME Ms. Lavanya B

DESIGNATION **TRAINEE**

SALARY COMPONENTS	SALARY (₹)
Basic	8,440
Special Allowance	12,660
MONTHLY SALARY	**21,100**
RETIRALS	
Provident Fund	1,800
Gratuity	406
BENEFITS	
Bonus	1,400
Leave Travel Assistance	352
Health Insurance premium	500
Total Cost to Company (per month)	**25,558**
Total Cost to Company (per annum)	**3,06,696**

1. Provident Fund – 12% of monthly gross upto Rs15,000 (comprising basic wages & special allowance) or 12% of Basic, as applicable
2. Gratuity - payable on retirement or resignation (Min. 5 years of continuous service) @ 4.81 % of Basic
3. Bonus - Rs. 16,800/- per annum payable upto a maximum Basic of Rs. 21,000/-
4. Leave Travel Assistance - one months Basic once in two years
5. Health Insurance benefit for self and family - Coverage of Rs.1,00,000/-. Premium paid by company
6. Personal Accident Insurance - Rs.1,50,000/-

molecular connections

ISO/IEC 27001:2013 certified

May 19, 2022

Ms. Bhavana A G
#1, Dharmaguru Nilaya,
Narashettihalli, Channagiri Taluk ,
Davanagere - 577213

Dear Ms. Bhavana A G,

With reference to the selection process attended by you at Molecular Connections Private Limited, we are pleased to engage your services as an intern in our Organization on the following terms.

1. Duration of the project assignment would be from **May 27, 2022** to **August 31, 2022** and the work location would be **"Bangalore".**

2. You shall be paid a stipend of INR **16000**/- per month (subject to applicable tax deductions).

3. You would unconditionally assign to the Company all rights, without any limitation, including copyright, trademarks, patents, intellectual property, etc. which are developed by you either directly or indirectly from the work you do for the Company. You will be bound by the Non-Disclosure Agreement of the Company and will have to execute the same before you begin the work.

4. Either side (Company or the intern) can terminate this agreement for any reason by providing minimum One (1) month advance written notice.

5. You will be required to submit copies of the following documents/testimonials for verification:
   - Educational qualifications and professional certifications.
   - Address proof and ID proof (PAN card & Passport, Driving license, etc.)
   - Cancelled Cheque Leaf/Passbook front page
   - 1 Passport Size photograph

Yours sincerely,
For Molecular Connections Pvt. Ltd.,

Chendil Kumar S
Vice President – Human Resources

Pratap Ch. Dey.

Bhavana A G

Audit Trail

DigiSigner Document ID: c6830bff-e80a-4fed-a01c-603fdcb99388

Signer

Signature

Email: pratap@molecularconnections.com
IP Address: 223.184.24.229



Email: chendilkumar.s@molecularconnections.com
IP Address: 2402:3a80:1e19:e707:583a:bde2:8e62:44e8



Email: bhavanaanneplar@gmail.com
IP Address: 2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d



Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	5/19/22 2:54:29 AM EDT	14.99.187.2
Open document	hrteam@molecularconnections.com	5/19/22 2:57:07 AM EDT	14.99.187.2
Close document	hrteam@molecularconnections.com	5/19/22 2:57:25 AM EDT	14.99.187.2
Send for signing	hrteam@molecularconnections.com	5/19/22 2:58:50 AM EDT	14.99.187.2
Open document	pratap@molecularconnections.com	5/19/22 3:03:07 AM EDT	223.184.24.229
Sign document	pratap@molecularconnections.com	5/19/22 3:03:43 AM EDT	223.184.24.229
Close document	pratap@molecularconnections.com	5/19/22 3:03:43 AM EDT	223.184.24.229
Open document	chendilkumar.s@molecularconnections.com	5/19/22 3:39:56 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Sign document	chendilkumar.s@molecularconnections.com	5/19/22 3:40:24 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Close document	chendilkumar.s@molecularconnections.com	5/19/22 3:40:24 AM EDT	2402:3a80:1e19:e707:583a:bde2:8e62:44e8
Open document	bhavanaanneplar@gmail.com	5/19/22 4:28:56 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 4:30:28 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 4:45:49 AM EDT	2409:4052:2204:33bf:a2ae:cb80:281a:426d
Open document	bhavanaanneplar@gmail.com	5/19/22 5:16:07 AM EDT	2409:4052:2e1b:affc:a5e3:12b9:3f5a:5420
Download document	bhavanaanneplar@gmail.com	5/19/22 5:17:26 AM EDT	2409:4052:2e1b:affc:a5e3:12b9:3f5a:5420
Open document	bhavanaanneplar@gmail.com	5/19/22 6:41:47 AM EDT	2409:4052:2204:33bf:e8b0:f564:122b:7473
Open document	bhavanaanneplar@gmail.com	5/21/22 1:23:24 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Download document	bhavanaanneplar@gmail.com	5/21/22 1:23:29 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Sign document	bhavanaanneplar@gmail.com	5/21/22 1:24:21 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d
Close document	bhavanaanneplar@gmail.com	5/21/22 1:24:21 AM EDT	2405:201:5c04:c09c:c9ea:e9f5:e5bb:cb8d

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

June 30, 2022

LETTER OF APPOINTMENT

Ms. Harshitha G K
Thorehosapalya, Magadi thaluque,
Marrikuppe Post,
Nelmangala,
Ramnagara - – 562159

Dear Ms. Harshitha GK,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

1. COMMENCEMENT OF EMPLOYMENT

1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("***Letter***"). Your employment with the Company shall commence from **July 18, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "***Employment Period***").

1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.

1.3 For joining purposes, you shall report to HR Manager of the Company.

1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.

1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company

1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.

1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of **18 months** including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.

1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/

1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

2. SALARY, BONUSES, ETC.

2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.

2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.

2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.

2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.

2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

3. DUTIES AND OTHER ACTIVITIES

3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.

3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

4. PLACE OF WORK

4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

5. RULES AND REGULATIONS

5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

6. COMPLIANCE WITH APPLICABLE LAWS

6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.

6.2 Without limiting the generality of the foregoing, you represent and warrant that you have not, and shall not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, candidate for political office, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business

6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7. TERMINATION OF EMPLOYMENT

7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.

7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.

7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.

7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:

7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and

7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.

7.5 **Misconduct will include without limitation:**

7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;

7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;

7.5.4 Causing damage to the reputation or property of the Company;

7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;

7.5.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.

7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law

7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.

7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.

7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard "***Non Disclosure of Confidential Information and Invention Assignment Agreement***" as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

10. NON SOLICITATION AND NON COMPETITION

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

11. INDEMNIFICATION

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

12. GENERAL

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,
For Molecular Connections Private Limited

Jignesh Bhate
Name : Jignesh Bhate
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: Harshitha GK
Name of the Employee: Harshitha GK
Employee Code:
Date: 19/07/2022

molecular connections

CIN - U73200KA2001PTC029092
ISO/IEC 27001:2013 certified

ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)

NAME	**Ms. Harshitha G K**
EMP CODE	
DESIGNATION	**Scientific Analyst**
GRADE	**7**
LEVEL	**2**
EFFECTIVE DATE	**July 18, 2022**

	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	**FIXED COMPONENTS**		
	Basic + DA	15000	180000
	M_Bonus	3000	36000
B.	**RETIREMENT BENEFITS**		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	**OTHER BENEFITS**		
	Mediclaim Insurance Premium	585	7020
	MONTHLY CTC (A+B+C)	**21107**	
	ANNUAL CTC (A+B+C)		**253284**

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.
[Annual Gross + Total Benefits]

Signed By: Jignesh Bhate **Date: June 30, 2022**

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Bharat

Harshitha GK

Audit Trail

DigiSigner Document ID: d848133a-bc8f-42bb-ad2c-ad75439eb069

Signer	Signature
Email: bharat@molecularconnections.com IP Address: 45.112.32.2	
Email: jignesh@molecularconnections.com IP Address: 223.231.187.186	
Email: jignesh@molecularconnections.com IP Address: 223.231.187.186	
Email: gkharshitha2@gmail.com IP Address: 2405:204:5489:ac08::219:68b1	
Email: gkharshitha2@gmail.com IP Address: 2405:204:5489:ac08::219:68b1	

Event	User	Time	IP Address
Upload document	hrteam@molecularconnections.com	6/30/22 12:59:54 PM EDT	49.207.193.174
Open document	hrteam@molecularconnections.com	6/30/22 1:05:14 PM EDT	49.207.193.174
Close document	hrteam@molecularconnections.com	6/30/22 1:06:34 PM EDT	49.207.193.174
Send for signing	hrteam@molecularconnections.com	6/30/22 1:07:19 PM EDT	49.207.193.174
Open document	bharat@molecularconnections.com	6/30/22 10:29:41 PM EDT	45.112.32.2
Sign document	bharat@molecularconnections.com	6/30/22 10:30:22 PM EDT	45.112.32.2
Close document	bharat@molecularconnections.com	6/30/22 10:30:22 PM EDT	45.112.32.2
Open document	jignesh@molecularconnections.com	6/30/22 11:25:32 PM EDT	223.231.187.186
Sign document	jignesh@molecularconnections.com	6/30/22 11:26:02 PM EDT	223.231.187.186
Close document	jignesh@molecularconnections.com	6/30/22 11:26:02 PM EDT	223.231.187.186
Open document	gkharshitha2@gmail.com	7/1/22 2:09:57 AM EDT	103.5.134.235
Resend for signing	hrteam@molecularconnections.com	7/3/22 11:26:39 PM EDT	
Open document	gkharshitha2@gmail.com	7/4/22 12:31:18 AM EDT	2405:204:542a:b375::bbf:18a0
Open document	gkharshitha2@gmail.com	7/4/22 9:37:25 AM EDT	157.45.233.124

Open document	gkharshitha2@gmail.com	7/4/22 9:55:42 AM EDT	2405:204:542a:b375::bbf:18a0
Open document	gkharshitha2@gmail.com	7/4/22 9:55:57 AM EDT	2405:204:542a:b375::bbf:18a0
Open document	gkharshitha2@gmail.com	7/4/22 9:57:18 AM EDT	2405:204:542a:b375::bbf:18a0
Open document	gkharshitha2@gmail.com	7/4/22 9:57:56 AM EDT	2405:204:542a:b375::bbf:18a0
Resend for signing	hrteam@molecularconnections.com	7/7/22 11:26:21 PM EDT	
Open document	gkharshitha2@gmail.com	7/19/22 2:43:13 AM EDT	124.40.247.82
Sign document	gkharshitha2@gmail.com	7/19/22 3:05:17 AM EDT	2405:204:5489:ac08::219:68b1
Close document	gkharshitha2@gmail.com	7/19/22 3:05:17 AM EDT	2405:204:5489:ac08::219:68b1

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

RE: (External Mail): Re: Online Campus drive from Omega Health Care at Dayananda Sagar

Anitha Satish <Anitha.Satish@omegahms.com> Wed, Jun 15, 2022 at 6:13 PM
To: Mohankumar Vaidhyanathan <Mohankumar.Vaidhyanathan@omegahms.com>, Savitha K P <savithakp@dayanandasagar.edu>
Cc: "geetha.raheja@dayanandasar.edu" <geetha.raheja@dayanandasar.edu>, Alina Manandhar <Alina.Manandhar@omegahms.com>

Hi Savitha Mam,

Total 16 students have attended our campus drive. Please find the status for 16 candidates.

Sl/no	Name	Address	Phone No	Email Id	College Name	Qualififcation	Year of passed out	Remarks
1	Kashish bhageria	Rajarajeshwari nagar	9740180998	kashishagrawal047@gmail.com	Dayananda sagar university	Bpharm	2022	Will think and call back
2	Mrudula RD	Vijaynagar	8197631638	chandanadrmtb5@gmail.com	Dayananda sagar university	Msc Microbiology	Jun-22	Selected in interview will join next month
3	Harshitha GK	Gubbalala Subramanyapura post banglore	6361911681	gkharshitha2@gmail.com	Dayananda sagar university	Msc	2022	Selected in interview will join next month
4	Yukthi HS	Shivadurgas Navodaya ,jp nagar 7th phase ,navodaya nagar ,bangalore	7019387506	yukthihs04@gmail.com	Dayananda sagar university	MSc Biochemistry	2022	Will think and call back
5	SANJANA D	#32, 2ND FLOOR , BEHIND 43A BUS STOP , KATRIGUPPE , BSK-3RD STAGE , BANGALORE - 85	7022117723	snjndinesh@gmail.com	Dayananda sagar university	M.Sc BIOCHEMISTRY	2022	Selected and joined in omega
6	Savitha K P	Her layout, Bangalore.	8810442593	singh.pragyaofficial@gmail.com	Dayananda sagar university	MSc Biotechnology	2022	No response
7	Harshitha A G	Lakshmi accommodation, kumaraswamy layout, Bengaluru (560078)	8861095615	harshithagireesh123@gmail.com	Dayananda sagar university	Msc in Microbiology	2022	Selected will come on 16-Jun-2022
8	T.R vennela	Gowdanapalya , Bangalore 560061	9741757839	vennelaram.1999@gmail.com	Dayananda sagar university	B pharm	2022	No response
9	Sonali kusum	Flat no 12, plot no 22, 1st main road, maithri layout, whitefield, bangalore-560067	7395848948	sonalikusum2@gmail.com	Dayananda sagar university	B pharmacy	2022	No response
10	Kalpitha.M Kumar	#1519, 19th cross, 14th main Kumaraswamy layout	8971599540	kalpitha1101999@gmail.com	Dayananda sagar university	MSc	2022	No response
11	Monisha S	lakshmi accomodation, kumaraswamy layout, bengaluru-560078	9008599723	monishas241@gmail.com	Dayananda sagar university	MSc in Microbiology	2022	Didn't pick interviewer call
12	REVATHI S	jp nagar 4th phase	9980097630	revathisrinivasammu@gmail.com	Dayananda sagar university	msc	2022	Selected and joined in omega
13	Manasa A	#47 1st main, sakamma garden Basavangudi Bangalore 560004	8197384477	manasanarayan205@gmail.com	Dayananda sagar university	M.SC. Biochemistry	2022	No response
14	Chaithra M	B. Hosahalli, Handenahalli post, Anekal Taluk, Bangalore district - 562125	8217894725	chaitrahm25@gmail.com	Dayananda sagar university	M.Sc Human Genetics	2022	No response
15	JYOTHI BAI N	#136, 3rd cross, JHBCS Layout, Banashankari 2nd stage, Bangalore - 560078	8073813302	jyothibaimy3@gmail.com	Dayananda sagar university	MSc - Human Genetics	2022	Selected in interview will join next month
16	Akshay Shetty	#60, 7th cross, near ABCD ground, Cholurupalya, Bangalore North, Magadi Road, Bangalore, Karnataka 560023	7975990256	akshaybshetty09@gmail.com	Dayananda sagar university	MSc	Jun-22	No response

Regards,

Anitha G

[Quoted text hidden]
[Quoted text hidden]

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Fwd: Offer Letter: Offer Letter for Internship

Harshitha Dharmender <harshithadharmender8977@gmail.com> Thu, Aug 11, 2022 at 3:24 PM
To: savithakp@dayanandasagar.edu

Dharmender Harshitha
MSc Microbiology

---------- Forwarded message ---------
From: **Internship.Biocon@biocon.com** <Internship.Biocon@biocon.com>
Date: Tue, Apr 19, 2022, 10:08 AM
Subject: Offer Letter: Offer Letter for Internship
To: harshithadharmender8977@gmail.com <harshithadharmender8977@gmail.com>
Cc: Internship.Biocon@biocon.com <Internship.Biocon@biocon.com>

Ref.No. :2022-23/0004

Date :19/04/2022

Name : Ms. DHARMENDER HARSHITHA

Address :899, 5TH CROSS KRISHNA TEMPLE ROAD, 2ND MAIN, KATHREGUPPE WATER TANK ROAD, BANASHANKRI 3RD STAGE.

Email :harshithadharmender8977@gmail.com

OFFER OF INTERNSHIP

Dear DHARMENDER HARSHITHA,

Congratulations!

We are pleased to offer you an Internship at our Biofusion TherapeuticsLtd from 25/04/2022 to25/07/2022 in our BIOFUSION PRODUCT DEVELOPMENT department.

AKSHITA JAIN will be your Project Guide during the internship.

You are entitled for a stipend of Rs. 7000(Rupees Seven Thousand Only.) per month during your internship

Please note: This offer of Internship is valid for 7 days within which you need to confirm your acceptance to us. In case, you fail to do so, or do not report on the date of joining as mutually agreed, the offer would stand cancelled.

As a part of the process, you are required to carry the following documents on the date of joining:

1. 2 Passport size photographs(blue background only)

2. Original 10th marks sheet & highest qualification marks sheet

3. Original Govt. ID proof (PAN card/AADHAR Card/Driving License/Passport)

4. Original current residential address proof

5. Bonafide/Recommendation Letter from College

6. A Copy of Offer Letter from Biocon

7. A copy of the approved VISA from the Govt. (for International candidates)

On your date of joining, kindly report to the undersigned at 09:00am at the address given below. You will receive a 'Letter of Internship' stating the Terms and Conditions of internship within the first week of joining, and you will be required to sign on Confidentiality and Internship Agreement of the company as a part of the process.

VENUE : BUILDING NO.2, HERB BOYER HALL, GROUND FLOOR, BIOCON LIMITED(CAMPUS)

For Human Resource Department

Biofusion TherapeuticsLtd

20th KM, Hosur Road, (Opposite St. Francis De Sales School)

Electronic City, Phase I

Bangalore, India - 560 100; Phone : +91(80) 2808-2238

This is a system generated mail and does not require signatures.

Biocon Internship
COMMON ID - HRD
Biocon Limited | 20th KM, Hosur Road, Electronic City, Bangalore - 560100, India
E: Internship.Biocon@biocon.com **| T: +91 80 2808 2808**
W: www.biocon.com



Proud to be recognized amongst India's Best Workplaces in DIVERSITY, EQUITY & INCLUSION 2021



Part of Emerging Markets Index, With a Sustainability Score of 45







Confidential and Privileged :
This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the e-mail by you is prohibited. Opinions, conclusions and other information in this transmission that does not relate to the official business of this Company shall be understood as personal and not endorsed by the company. Any statements made herein that are tantamount to contractual obligations, promises, claims or commitments shall not be binding on the Company unless followed by written confirmation by an authorized signatory of the Company
Please consider the environment before printing this email

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

About Selected Candidates

HR <hr@stanexdnc.com> Mon, Apr 4, 2022 at 4:31 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Greetings of the day !!
we would like give offer for 2 more candidates from your Institutions ..i.e

1. Harshitha
2. Bhavan

please , let me know once when those 4 candidates are willing to join in stanex

Thank you

Thanks and Regards

Stanex

STANEX DRUGS AND CHEMICALS
| | **India**
Email: hr@stanexdnc.com
Website: Stanexdnc.com
Mobile:

The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with a third party without the, written consent of the sender. If you received it by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur again

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Job Opening for Msc in biochemistry, biotechnology, molecular genetics/applied genetics - Final Years - Immediate Joinee

prasath.n <prasath.n@molecularconnections.com>
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi Madam,

Please find the attached candidate Sneha S got selected. We are sending application form to her for offer process.

Regards

Prasath N

From: prasath.n [mailto:prasath.n@molecularconnections.com]
Sent: Friday, May 27, 2022 11:51 AM
To: 'Savitha K P' <savithakp@dayanandasagar.edu>
Subject: RE: Job Opening for Msc in biochemistry, biotechnology, molecular genetics/applied genetics - Final Years - Immediate Joinee

Hi Madam,

Could you please arrange the interview in specified time for below shortlisted candidates on Monday 30th May 2022.

Please find the link below

https://meet.google.com/dhw-wpky-vii

Name of candidate	Email	Contact No	Time
Sucheta Subramani	suchetasubramani@gmail.com	8088202646	10.30 am
THOTA LEELA KRISHNA	leelakrishna2103@gmail.com	7995626594	10.50 am
Samrudh M M	Samrudh.baldwins@gmail.com	8050512232	11.10 am
Merlyn Rodrigues	merlynrodriguez706@gmail.com	8296367170	11.30 am
Sudeepa Hore	Sudeepahore.19@gmail.com	9742671557	11.50 am
Sneha s	snehasridhar556@gmail.com	9108169521	12.10 pm
Pooja R	1999.pooja.r@gmail.com	9108832226	12.30 pm
Akash HC	akashchalkodu@gmail.com	8618109599	12.50 pm
Pragya Singh	Singh.pragyaofficial@gmail.com	8810442593	1.10 pm

Regards

Prasath N

From: prasath.n [mailto:prasath.n@molecularconnections.com]
Sent: Friday, May 27, 2022 10:52 AM
To: 'Savitha K P' <savithakp@dayanandasagar.edu>
Subject: RE: Job Opening for Msc in biochemistry, biotechnology, molecular genetics/applied genetics - Final Years - Immediate Joinee

Hi Madam,

Please provide following candidates resume for us.

4	Sucheta Subramani	BAS20MBT030	suchetasubramani@gmail.com	8088202646	77	64	Biotechnology, Biochemistry ,Genetics
5	THOTA LEELA KRISHNA	BAS20MBT035	leelakrishna2103@gmail.com	7995626594	8.5 cgpa	922/1000	Bsc biotechnology,Biochemistry and Genetics
9	Samrudh M M	BAS20MBTO25	Samrudh.baldwins@gmail.com	8050512232	76	60	B.sc lifescience
10	Merlyn Rodrigues	BAS20MBT011	merlynrodriguez706@gmail.com	8296367170	87.04	68.8	Bsc. Biotechnology
11	Sudeepa Hore	BAS20MBT031	Sudeepahore.19@gmail.com	9742671557	59	75	Bsc
16	Dechamma KA	BAS20MBT004	deenaachappa@gmail.com	9535143977	93.28	78	Bsc BTCZ
17	Sneha s	BAS20MBC021	snehasridhar556@gmail.com	91081 69521	91.08%	65	B.sc
20	Manasa A	BAS20MBC011	manasanarayan205@gmail.com	8197384477	86.72	64.33	B.Sc. Biotechnology
22	Pooja R	BAS20MBT017	1999.pooja.r@gmail.com	9108832226	77%	79%	Bsc in genetics biochemistry biotechnology
24	Akash HC	BAS20MBC001	akashchalkodu@gmail.com	8618109599	94.4	75	BSc in Biochemistry, Chemistry, Zoology
25	Yukthi HS	BAS20MBC022	yukthihs04@gmail.com	7019387506	74%	78%	Bsc in biochemistry biotechnology genetics
27	Pragya Singh	BAS20MBT020	Singh.pragyaofficial@gmail.com	8810442593	67	66.2	BSc Biotechnology
30	REVATHI S	BAS20MBCO17	revathisrinivasammu@gmail.com	9980097630	89%	68%	Bsc biotechnology

Regards

Prasath N

From: Savitha K P [mailto:savithakp@dayanandasagar.edu]
Sent: Thursday, May 26, 2022 12:04 PM
To: prasath.n <prasath.n@molecularconnections.com>
Subject: Re: Job Opening for Msc in biochemistry, biotechnology, molecular genetics/applied genetics - Final Years - Immediate Joinee

Dear Prasath,,

Greetings of the day.

As discussed, PFA the interested students details for your reference and kindly do the needful.

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: savithakp@dayanandasagar.edu

Website : www.dayanandasagar.edu

On Wed, May 25, 2022 at 11:43 AM prasath.n <prasath.n@molecularconnections.com> wrote:

> Hi Sir /Madam,
>
> Could you please share the fresher resumes from Bangalore for consultant position and ready to report office with below qualifications requirements.
>
> Qualification : Msc in biochemistry, biotechnology, molecular genetics/applied genetics.

Location : Onsite – Bangalore Location

Employment Type : Consultant

Email Id : prasath.n@molecularconnections.com

Regards

Prasath N

Virus-free www.clamav.net

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

This e-mail is confidential and should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error please inform the sender and delete it
Molecular Connections Pvt. Ltd. (including its subsidiaries or group companies) nor any of its agents accept any liability for any statements or representations made in this email or its
contain viruses or malicious website links and the sender may or may not the person(s) they appear to represent.

Please note that neither Molecular Connections Pvt. Ltd nor any of its agents accept any responsibility for viruses or malicious links that may be contained in this e-mail or its attachm
and website links, if any. No contracts or agreements may be concluded on behalf of Molecular Connections Pvt. Ltd or its agents by means of e-mail communication. Molecular Con
to any direct, indirect or consequential damage suffered by recipients, their personal or employers computers, phones, all electronic devices, network and/or servers or to any third pa
or attachments, if any.

Virus-free www.clamav.net

Molecular Connections Pvt. Ltd. ranked among the Top 15 Companies in India for Women to Work.

This e-mail is confidential and should not be used by anyone who is not the original intended recipient. If you have received this e-mail in error please inform the sender and delete it fro
Molecular Connections Pvt. Ltd. (including its subsidiaries or group companies) nor any of its agents accept any liability for any statements or representations made in this email or its at
contain viruses or malicious website links and the sender may or may not the person(s) they appear to represent.

Please note that neither Molecular Connections Pvt. Ltd nor any of its agents accept any responsibility for viruses or malicious links that may be contained in this e-mail or its attachmen
and website links, if any. No contracts or agreements may be concluded on behalf of Molecular Connections Pvt. Ltd or its agents by means of e-mail communication. Molecular Connec
any direct, indirect or consequential damage suffered by recipients, their personal or employers computers, phones, all electronic devices, network and/or servers or to any third parties
attachments, if any.

Sneha's Resume-PDF - sneha sridhar.pdf
108K

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

CV's

Akshaya.C102@syngeneintl.com <Akshaya.C102@syngeneintl.com> Wed, Mar 16, 2022 at 12:19 PM
To: Savitha K P <savithakp@dayanandasagar.edu>

Hi placement team,

The below students have got selected to work with Syngene international. My heartly congratulations to all of them. We will be sending offer letters shortly

BAS20MMB003	Ashika CM	Sagar
BAS20MMB006	S.Bhoomika	Sagar
HSC20MPS015	Utkalika Sahoo	Sagar
HSC20MPS014	Tilak B J	Sagar

Best & Regards

Akshayaa

[Quoted text hidden]

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/44761/145138
Date: 09 December 2022

Dear Ashika CM,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I - RESEARCH ASSOCIATE TRAINEE
Location : Bangalore
Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 16 January 2023.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**,till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**



Sanjeev Sukumaran
Chief Human Resource Officer

Syngene

ANNEXURE - I

Name : Ashika CM
Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	205200	17100
House Rent Allowance	13284	1107
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	41040	3420
Canteen Cost	9000	750
Gross Salary - (A)	268524	22377
Employer Contribution of PF	24624	2052
Gratuity Fund	9852	821
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	34476	2873
Total Fixed Cost - (C = A+B)	303000	25250
Short Term Incentive (STI) at Target - (D)	10605	
Total Cash Compensation - (C+D)	313605	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

Syngene

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on pro-rated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory

payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Syngene

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery:If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

a) School Leaving- 10th & 12th Certificate
b) P.U. or Equivalent
c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
d) Post Graduation Certificate / Marks Sheets
e) Any Other

II) OTHERS

a) Date of Birth Certificate / Proof
b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
c) Salary Slips of last 2 months
d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
e) Relieving Letter
f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
g) Pan Card
h) Aadhaar Card
i) Any one document among following as latest Address Proof
* Passport, Driving License, Voter's ID card.

TTE ELECTRONICS INDIA PRIVATE LIMITED

Date: 29th September 2022

To
Ms. Lohitha Mangapathi
E-mail: lohithamangapathi@gmail.com
Phone no: +91- 9182716834

Subject: Offer Letter

Dear Ms. Lohitha Mangapathi,

With reference to your application and subsequent interviews you had with us, we are pleased to offer you for the position of "**IQC Inspector– Quality Department"** as per the terms agreed mutually and your annual CTC is ***Rs.241200/- (Two Lakhs Forty-One Thousand Two Hundred Only).*** Breakup of your CTC is attached as detailed in Annexure-I. We are all excited about the potential that you will bring to our organization.

You will be on probation for a period of 6 months from the date of joining. During probation, the employment can be terminated by the employer or employee with 30 days an advance notice.

We would request you to join on or before **6th October 2022 at Tirupathi** office. At the time of joining, you are requested to please submit all the required documents as detailed in the Annexure-III to this letter. Your detailed appointment letter will be issued to you at the time of your joining.

This offer is being valid made subject to:

- Your being found medically fit for the job
- Verification of your testimonials in support of age, educational and professional qualification, experience etc.
- Reference check

Pre-employment medical check-up required details are as per Annexure II.

If the above offer is acceptable to you, please sign and submit the duplicate copy of this letter as token of your acceptance and confirm the date of joining, failing which this offer shall automatically stand cancelled without further reference for you. The management reserves the right to modify/amend/withdraw/continue with the offer letter at its discretion from time to time.

With best wishes and looking forward to a mutually fruitful association.

Yours truly,
For TTE Electronics India Pvt. Ltd.

Authorized Signatory
Human Resources

I accept the above-mentioned employment offer and acknowledge receiving a copy of the same.

Signature of the Candidate.....M. Lohitha **Date:**.....10-01-2022

TTE ELECTRONICS INDIA PRIVATE LIMITED

Annexure-I

Name of the Employee	Lohitha Mangapathi	
Designation	IQC Inspector	
Department	Quality Department	
Date of Joining	6th October '22	
Annual CTC-		241200
Monthly CTC		20100
Particulars	Monthly	Yearly
Basic	14000.00	168000.00
HRA	3053.00	36636.00
conveyance	0.00	0.00
LTA	0.00	0.00
Medical allowance	0.00	0.00
Education allowance	0.00	0.00
Special Allowance	0.00	0.00
(A)Subtotal (GROSS)	17053.00	204636.00
ESIC (Employer Contribution)	554.22	6650.67
Provident Fund (Employer Contribution)	1820.00	21840.00
Sub Total Retrials(B')	2374.22	28490.67
Total Cost to Company (A+B)	19427.00	233124.00
(C) Other Emoluments & Benefits per annum		
Gratuity	673.00	8076.00
Sub Total Retrials(C')	673.00	8076.00
Total Cost to Company (A+B+C)	20100.00	241200.00

Employee's contribution towards Provident fund will be deducted from gross pay.
***Gratuity:** Gratuity will be governed by the Payment of Gratuity Act and payable only after completion of 5 (five) years of continuous service in this Company.
*MHP: Subjects to the terms & conditions of the Company policy.

Performance Bonus: The Average Performance Bonus mentioned above is indicative for Annual Performance Rating. Employee shall have been titled to the other benefits in accordance with Grading System and the company's policies. Any Statutory dues like PF, ESI, and Bonus etc. if applicable will be paid/ deducted from Employee Contribution; Taxes as applicable to be borne by the employee as per prevailing tax laws.

For TTE Electronics India Pvt. Ltd.

Authorized Signatory
Human Resources

Employee Signature

Annexure II

Pre-employment Medical Tests:

Pre-employment medical tests are all about an individual's fitness for duty. In our company employees need certain physical and mental attributes it can be helpful to assess your capacity.

Covid Test
ESR/CBC
Blood Grouping
X Ray Chest
Sputum Test for AFB
Hepatitis B
Urine R/E
ECG
EEG

Annexure III

You are requested to bring original copy of following documents for verification and submit photocopy on the day of your joining.

1	Signed CV or Resume
2	Academic Testimonials (10th,12th, Graduation)
3	Professional Qualification Certifications Degree documents (lf Any)
4	Technical Certifications documents (If Any)
5	Passport Size Color Photographs-5 Nos.
6	Identity Proof (Driving License, passport, Ration Card etc.)
7	PAN Card **(Mandatory)**
8	Aadhar Card **(Mandatory)**
9	Bank Account Details (Cancelled Cheque)
10	Residence Proof (Permanent Address)
11	Signed copy of Resignation letter
12	Resignation Acceptance Letter from the Previous Organization
13	Experience Letters from the Previous Organizations.
14	Appointment letters of Previous Organizations
15	Latest 3 Months Pay slips with Bank Statements.

Tata Memorial Centre
Advanced Centre for Treatment, Research & Education in Cancer
Sector 22, Kharghar, Navi Mumbai - 410210

(A Grant-in-aid Institution under the Department of Atomic Energy, Government of India)

No. SCOPE / Training / 4534 / 2022 July 15, 2022

To,

Ms. Parul Sinha
Trainee – Prasanna Lab
CRI, ACTREC

Appointment Letter

Ms. Parul Sinha has been assigned to work as a **Trainee** under the supervision of Dr. Prasanna Venkatraman, Deputy Director and Principal Investigator, Prasanna Lab, CRI, ACTREC for Six months from Friday July 15, 2022 to Friday January 13, 2023.

The Centre has received Security deposit of Rs. 1000/- (refundable on completion of training). Along with this letter, an Identity card is provided. The trainees should abide by the rules and regulations of the Centre related to attendance and leave. The trainees will not be entitled for any leave during the training period, without supervisor's approval and prior intimation to SCOPE Cell.

The trainee must report to SCOPE Cell in the morning on the last day of the training at ACTREC (or earlier, if training is completed before that date), with this Appointment Letter, Identity card and payment receipt for completion of No Dues formalities.

The trainees are expected to maintain social distancing and personal hygiene including hand washing and use of mask all the time.

15.7.22
Dr. Satish Munnolli
Officer-in-Charge, SCOPE Cell

Cc (e-mail): Dr. Prasanna Venkatraman (Supervisor); Deputy Director Office (For Information); Prasanna Lab (For Information); Accounts, IT services, Librarian, Security section, SCOPE Cell

upGrad

1-February-2022

Dear Pragya Singh,

Congratulations! It is our pleasure to offer you the position of **"Admissions Counselor – Inside Sales (Inside Sales)"** at Grade **"G1"**with **upGrad Education Private Limited.**

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement ('upGrad")
2. You will be based at **Bangalore** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
    1. **Fixed Component** of CTC will be **INR 400000 (Four Lakhs Rupees Only).** This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
    2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **SEPTEMBER** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are no pending examinations. Any discrepancy found in the

upGrad

information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ('Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
10. This offer letter is non-binding on either party till the execution of the employment agreement.
11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

Preeti Kaul
President – Human Resources

Received & Accepted

Pragya Singh

Pragya Singh
(Signature)

Annexure I

Name: Pragya Singh
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Bangalore

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 | E: info@upgrad.com | CIN: U80902MH2012PTC258559

upGrad

Salary Head	Amount Per Month	Amount Per Annum
Basic	11,667	1,40,000
HRA	5,833	70,000
Special Allowance	14,033	1,68,400
Provident Fund	1,800	21,600
Fixed CTC	**33,333**	**4,00,000**
Variable		4,00,000
Total CTC	**66,667**	**8,00,000**

Note:

1.Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.

2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.

3. Group Personal Accident Insurance of Rs. 10,00,000.

4. The reimbursements will be subject to submission of Bills.

5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.

6. Tax will be deducted as per applicable slab rates.

7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.

8.Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.

9.The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

Annexure II

Documents Required

1.Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).

2.Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).

3.Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).

4.Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).

5.Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).

6.Four (4) passport size-colored photographs.

upGrad Education Private Limited
Nishuvi, Ground floor - 75, Dr. Annie Besant Road, Worli, Mumbai - 400018
L: +91 22 6156 2100 I E: info@upgrad.com I CIN: U80902MH2012PTC258559

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date: 24-June-2022

CONFIDENTIAL

Mr. Murali Krishna G
Terrace Garden, Bsk 3rd Stage,
Bangalore,Karnataka

Dear Mr. Murali Krishna,

Sub: Offer Letter

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Associate – Trainee at Grade 30 in Microbiology Department** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.375000/- per annum (Three Lakhs Seventy-Five Thousand Rupees Only),** inclusive of all annual and statutory benefits.
2. You will be under Training period for One year.
3. You will be based at OTL, Bangalore.
4. A formal letter of appointment will be issued at the time of joining.
5. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
6. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
7. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. This offer of appointment is subject to your medical fitness.
8. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty.
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Relieving letter from the previous employer and all experience certificates.
    d. Form No.16 from the previous employer.
    e. Salary Slips of last 2 months.
    f. Two reference letters (from previous employer).
    g. Passport, Driving License and PAN card copies.
    h. Three passport and four stamp size photographs.
    i. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **29-June-2022.**

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 25-June-2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,
For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date:24-June-2022

Name	**Mr. Murali Krishna G**	
Grade	**30**	
Designation	**Associate - Trainee**	
Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	16,122	193,463
House Rent Allowance	8,061	96,731
Conveyance Allowance	1,600	19,200
Children Education Allowance	200	2,400
Medical Allowance	1,250	15,000
Other Allowance	2,083	24,991
Base Pay Total (A)	**29,315**	**351,784**
Retirement Benefits (B)		
Provident Fund	1,935	23,216
Retirement Benefits Total (B)	**1,935**	**23,216**
Total Compensation (A+B)		**375,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

Mylan Pharmaceuticals Private Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U73100TG1997PTC149781
A Viatris Company

Date: 24-June-2022

CONFIDENTIAL

Mr. Vinouth M
K.E.B Subhash Nagar
Anekal,Karnataka

Dear Mr.Vinouth,

Sub: Offer Letter

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Associate – Trainee at Grade 30 in Microbiology Department** in our organization, on the following terms & conditions:

1. Your fixed compensation will be **Rs.375000/- per annum (Three Lakhs Seventy-Five Thousand Rupees Only),** inclusive of all annual and statutory benefits.
2. You will be under Training period for One year.
3. You will be based at OTL, Bangalore.
4. A formal letter of appointment will be issued at the time of joining.
5. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
6. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
7. You are requested to undergo pre-employment medical check-up, organized through the company or by yourself per company guidelines. This offer of appointment is subject to your medical fitness.
8. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty.
    a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
    b. Educational Qualification Certificates.
    c. Relieving letter from the previous employer and all experience certificates.
    d. Form No.16 from the previous employer.
    e. Salary Slips of last 2 months.
    f. Two reference letters (from previous employer).
    g. Passport, Driving License and PAN card copies.
    h. Three passport and four stamp size photographs.
    i. Two stamp size photographs of each dependent (parents, spouse & children).

We request you to join the organization at the earliest, however not later than **29-June-2022.**

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Please confirm your acceptance on or before 25-June-2022 otherwise the offer would stand void.

Thanking you,

Yours faithfully,
For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

Mylan Laboratories Limited
No. 32/1 & 2, 34/1 to 4, 7th to 12th Floor
Prestige Platina, Block 3, Kadubeesanahalli Village
Varthur Hobli, Outer Ring Road
Bangalore East Taluk, Bangalore - 560 103
Tel: +91 80 6672 8000, Fax: +91 80 6672 8899
Email: mylan.india@viatris.com
Web: https://www.viatris.com/en-in/lm/India
CIN: U24231TG1984PLC005146
A Viatris Company

Date:24-June-2022

Name	**Mr. Vinouth M**
Grade	**30**
Designation	**Associate - Trainee**

Compensation Break-up		
Salary Components	**Per Month (INR)**	**Per Annum (INR)**
Basic	16,122	193,463
House Rent Allowance	8,061	96,731
Conveyance Allowance	1,600	19,200
Children Education Allowance	200	2,400
Medical Allowance	1,250	15,000
Other Allowance	2,083	24,991
Base Pay Total (A)	**29,315**	**351,784**
Retirement Benefits (B)		
Provident Fund	1,935	23,216
Retirement Benefits Total (B)	**1,935**	**23,216**
Total Compensation (A+B)		**375,000**

You are also eligible for following Benefits (which have not been costed above):

1. Coverage under Group Mediclaim Policy (Self & Dependents – Parents, Spouse, Two Children)
2. Coverage under Group Personal Accident Policy
3. Coverage under Group Term Life Insurance Policy
4. Gratuity as per the provisions of Gratuity Act,1972

For Mylan Laboratories, Ltd,

Anupam Bhatt
Head of Human Relations – Injectables India

Knowledge Process Associate

About WPA World Class Services

We are a fully owned subsidiary of one of Britain's longest established Health Insurers, which provide the funds that enable tens of thousands of our customers to access the medical care they need from a wide selection of healthcare professionals, at the time and place of their choosing.

Our role is to support our parent company in the processing of health insurance claims/health insurance administration and in the testing of our in house operating system, with the highest levels of integrity. As we form part of the financial sector, we are regulated in various means, hand in hand with this is our certification ISO 27001 Information Security Management Standard.

Our parent company WPA has accumulated numerous industry awards that are testament to our innovative use of technology, and also our desire to be creative and forward thinking with our product design, and to drive change within the healthcare sector.

We are unwavering in our commitment to customer service excellence, and seek to employ people who go 'beyond the ordinary' and want to be part of something special.

Company Expectations

WPA WCS expect all employees at all times to be professional, to work as a team and to treat colleagues with respect, whilst putting customers' interests at the heart of all that we do.

Employees need to adhere to our Company Policies as well as to any additional requirements that arise as a consequence of being regulated by the Financial Conduct Authority, (FCA), and Prudential Regulatory Authority, (PRA).

Employees must be honest, and take responsibility for their actions, including their ongoing Continuous Professional Development (CPD) in line with their role.

The Role

The purpose of this role is to be able to accurately search and identify documents scanned and attach to the correct customer record and workflow (known as Indexing), along with transpose/verify data entry on medical invoices and process through the invoice payment systems.

Clinical & Evaluation Team

The Clinical & Evaluation Team are responsible for the processing of all customer claims and medical expense invoices in conjunction with the terms of the customers policy to include the queries that arise as a result.

The Banding

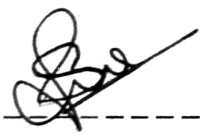
This role is graded 'Trainee'

Responsibilities and Duties

- Identify accurately the correct customer/document type and index into appropriate workflow;
- Accurately transpose / validate information pertaining to medical expense invoices submitted and process through the invoice payment systems; escalate where appropriate to senior WCS member or UK Team.

Experience and Skill Requirements

- Passionate about working within a healthcare company;
- Have a high level of English comprehension, being able to converse in English both orally and written;
- Excellent attention to detail and has the ability to manage time and prioritise correctly in order to meet appropriate deadlines and targets with work produced to a high standard;
- Good investigation, reasoning and decision making skills;
- A positive attitude focused on improving service standards and outcomes;
- Desire to be part of a team that is passionate about what they do, always willing to go the extra mile and to treat others as they would want to be treated themselves;
- Good Keyboard and computer skills, with knowledge of MS Office; An in-depth knowledge of Excel and its capabilities.
- A first class graduate from a reputed college.



SUCHETA SUBRAMANI 18/08/2022

Signature of Employee **Print Name** **Date**

I confirm that this job description is an accurate reflection of the role I currently perform. As in my contract of employment, I confirm that I understand that WPA WCS may reassign me at any time to new duties, which may be unrelated to my current duties, or the duties when I commenced employment.

AUGMEDIX
Rehumanizing Healthcare

Date: 20/01/2023

Neha P
Bangalore

Dear **Neha,**

We are pleased to offer you the position of **Medical Documentation Specialist - trainee** with Augmedix Solutions Private Limited ("Company") commencing from **25/01/2023.** You will be a part of the Scribe Operations Team based out of Bangalore.

The terms and conditions of your employment with the Company shall be as follows:

Compensation and Other Benefits

1. Compensation: You shall receive gross monetary compensation of **INR 5,40,000/- (Five Lakh Forty Thousand Only)** per annum. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company. The detailed working Cost to the Company (CTC) is provided in Annexure A to the Letter. **All employees are required to undergo a 3-month training programme post joining the organization. During the training period, ie 3 months post joining and until the successful completion of DA (Doctor Approved Process), the monthly CTC will be 35,000, and the employee will be elevated to a monthly CTC of 45,000 INR upon the completion of the DA.**

2. Gratuity: You shall be entitled to payment of Gratuity as per the Company Policy and subject to the applicable law.

3. Provident Fund: In case the basic is more than the ceiling amount of Rs. 15,000/- per month PF optional, as prescribed under the PF Act, and you can opt for the same on joining. Coverage is mandatory for those who are already covered under the PF scheme.

4. Medical Insurance Scheme: You shall be eligible to participate in the Medical Insurance Scheme of the Company.

5. Leave: You shall be entitled to leaves in a calendar year in accordance with the Company Policy subject to the applicable law.

6. Working Hours: You will be required to work eight (8) hours a day excluding thirty (30) minutes break for lunch. The company practices a forty (40) hours work week. Subject to the applicable law, work timings, schedules and shifts may vary from time to time-based on customer service requirements and depend upon exigencies of business, as specified by the company from time to time, you may be required to work additional hours as appropriate to fulfil the responsibilities of your role.

7. Working Shift: You are required to work in Night Shift (i,e US shifts) as per the requirement of the client.

8. Taxes: All of the employee's compensation, including, but not limited to the Employee's Annual total compensation cost to the company and annual Bonus, if any, shall be subject to withholding for central, state or local employment-related taxes as applicable, including income and other similar taxes.

Confidentiality

"Confidential Information" Includes but is not limited to information which is or fairly can be considered to be of confidential nature, which is obtained whether (without limitation) in graphic, written, electronic or machine-readable form on any media, by the Employee; and whether or not the information is expressly stated to be confidential or marked as such, in writing (provided that the confidentiality of such information is reasonably apparent), and also includes all intellectual property (as defined below) and the following items (without limitation):

(i) Information of value or significance to the company, its subsidiaries, divisions, affiliates, customers or its competitors (present or potential) such as

   a. Customer data, in particular, key contact names, addresses, business model, sales figures and sales conditions of the company and its past, present or prospective clients;

   b. Business data, particularly data relating to new investment opportunities, products, services, promotion campaigns, distribution strategies, license agreements and joint ventures in which the company is involved:

c. Software data, particularly information relating to the software and the module thereof as well as any devices designed by the company to prevent unauthorized copying;

d. Financial data, in particular, concerning budgets, the fees and revenue calculation sales figures, financial statements, profit expectations and inventories of the Company or of its subsidiaries, division, affiliates, and customers; and

e. Any and all other information or materials or documents of a commercially sensitive nature relating to the Company's and/or its affiliates' operations, research, plans strategies, objectives, development, purchasing, marketing, and selling activities.

(ii) Original Information supplied by the Company;

(iii) Information not known to competitors of the Company nor intended by the company for general dissemination, including but not limited to, policies, strategies, the identity of various product-suppliers or service-providers, business models, investment strategies, billing schedules, needs of its clients, information as to the profitability as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees;

(iv) Any business or technical information relating to the Company, including but not limited to financial information, equipment, documentation, strategies, marketing plans, prospective leads or target accounts, pricing information, information relating to existing, previous and potential customers and contracts disclosed by the Company to the Employee;

But does not include:

(i) That which is in the public domain other than by the Employee's breach, of this Agreement, or of any other confidentiality agreement or non-disclosure agreement;

(ii) That which was previously known as established by written records of the Employee prior to receipt from the Company and in possession of the Employee prior to the data of this Agreement;

(iii) That which was lawfully obtained by the Employee from a third party; and

(iv) That which was developed independently by the Employee without reference to the Confidential Information provided by the Company.

No part of the confidential information (if required to be disclosed) should be disclosed to a third party without prior written permission of the person duly authorized by the Company.

(a) You shall not disclose, at any time to any person who is not employed, part of or associated with the Company; or use for any purpose that is not within the scope of his services, any Confidential Information, except in accordance with any written exception made by a duly authorized officer of the Company. Disclosures to the Persons employed or engaged by the Company or to those who are a part of or associated with the Company shall be made on a 'need-to-know' basis only.

(b) Notwithstanding the aforesaid provisions of this Section, You may disclose Confidential Information were compelled to do so, by any government, judicial or quasi-judicial authority; provided, however, that the Employee shall in such a case give the Company reasonable notice of any prospective disclosure and shall at the Company's sole cost and expense assist the Company in obtaining an exemption or protective order preventing such disclosure, Such notice shall be accompanied by a copy of the court order, subpoena, legal or regulatory request for a similar process.

(c) It is the express intention of the Parties hereto that the obligations of this Section shall survive the termination or expiration of this Agreement and the adherence to such covenants by You are an essential element of this Agreement and that any breach by You of any provision of this Section may result in irreparable injury to the Company. You acknowledge that in the event of such a breach, in addition to all other remedies available at law, the Company shall be entitled to equitable relief, including injunctive relief.

(d) You, at any time, upon request by the Company, shall within five (5) days of receipt of notice to that effect, and immediately upon termination of this Agreement, immediately, return all Confidential Information furnished to him, and any copies or extracts thereof to the Company.

AUGMEDIX
Rehumanizing Healthcare

Intellectual Property

"Intellectual property" includes

(i) all patents, trademarks, business processes, domain names, works of authorship, designs, utility models, and copyrights whether registered or unregistered, which are owned by the company or acquired or developed by the company in the course of its business, including. But not limited to moral rights and any similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and

(ii) all processes, inventions, ideas, programs, codes, software, algorithms, discovers, correspondence, trade secrets, database, know-how, creations or improvement upon, additions or any research effort relating to any of the above, whether registered able or not.

(a) You acknowledge that Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business-related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

(b) You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent, such rights do not vest immediately in the Company. You agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, and receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

AUGMEDIX
Rehumanizing Healthcare

Termination

(a) Termination of the employment for "cause". The Company may terminate your employment without notice in the event of non-performance, wilful or serious misconduct on the employee's part, which includes, but is not limited to, theft, fraud, misrepresentation, rude behaviour, disrespect towards colleagues, dishonesty assault, drunkenness, or being under the influence of illicit drugs, refusing to carry out a lawful and reasonable direction or serious breach of Company's policies.

(b) Termination of the employment without "cause"

During your probation period, the Company may terminate this agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the probation period, you may also terminate this agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment to the Company of salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, you shall also be liable to reimburse to the Company any joining bonus paid to you by the Company at the time of joining the employment of the Company.

(c) Termination of the employment by the Employee:

You may also terminate this agreement upon sixty days (60) of prior notice of termination. During the notice period, you will be required to hand over duties and responsibilities to the next hired candidate in his place. The Company may also relieve the Employee of any and all job duties, The Employee needs to strictly adhere to the notice period as the company reserves the right to legal proceedings against the Employee, for the non-completion of the notice period, if it deems fit.

(d) Termination in case the Employee is absconding from work:

In case you are absent from his official duty continuously for four or more days without any information, you shall be deemed to have left and relinquished the service on his own accord and such relinquishment of service shall be deemed as a repudiation of this Agreement by you and not a termination of services by the Company. In such circumstances, the company will have the discretion of adjusting salary against the notice period / any imprest dues of such abandonment. Also, you will have no claims to any compensation or salary thereof.

(e) Termination in case of Sexual Harassment by the Employee:

The Company has the right to terminate you if sexual harassment charges as proven against you. You are bound by the policy on Sexual Harassment of Employees drafted by the Company, Company's decision as the termination of Employees Services of Employment shall be final and legally binding on the Employee.

(f) Full and Final Settlement of the dues:

You will be responsible to obtain all necessary sign-offs on the clearance form from the concerned department heads. you will be further responsible for handing over all such documents to the Human Resource department on the last working day to enable the smooth processing of your final dues settlement. Formalities for settling the final dues will commence on submission of all the necessary documents and the settlement process will take a minimum of 30 to 45 days after the documents are submitted.

If upon termination you have taken more leaves than your entitlement. You will be required to reimburse the company in respect of the excess days taken and the company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay the such outstanding amount to the company.

Return of the Company Property

"Property" includes, but is not limited to the:

(i) internal memoranda, computer equipment (including software), training, materials, books, and all other like property, including all copies, duplications, replications, and derivatives of such property;

(ii) any real property, automobile, furniture, fixtures, fitting and furnishing, office equipment such as computers, printers, fax machines, telephones, communication equipment, and all other items being used by the company in the normal course of its business; and,

(iii) Any tangible expression of confidential information, including, without limitation, business plans, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

a. The Company's Property acquired by you after signing this Agreement shall be returned to the Company not later than the final date of the termination of your employment with the Company.

b. Until such time as all the Property is returned to the Company, the Company Shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at their discretion, deduct therefrom, the full value of the Property Calculated at its then replacement price. In addition, the Company may also take any other legal action against the Employee and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

c. You shall be liable to compensate the Company for any misuse or damage caused to the Property including electronic devices, books, pictures etc. of the Company. In case you fail to compensate the Company, the Company shall, in addition to initiating legal proceedings for recovery, be entitled to withhold any salary, emoluments or other dues and may further, at its discretion, deduct therefrom, the full value of the Property calculated at its then replacement price. In addition, the Company may also take any other legal action against you and shall have the right to recover the full amount of the replacement price, if your dues are not sufficient to cover the replacement price.

Employee Advances

If during your employment under this Agreement, you become indebted to the Company for any reason, the Company may if it so elects, set off any sum due to the Company from you against the Compensation payable to you and collect any remaining balance from his.

Governing Law

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

Miscellaneous

1. Employment conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

2. Travel

You shall travel to such places, within or outside India, as the company may from time to time require in relation to the Company's business.

3. Integration: Termination of Prior Employment Agreements:

This Agreement represents the entire agreement and understanding between the Parties as to the subject matter herein and supersedes in full all prior or contemporaneous agreements (including any prior employment agreements or offer letters or severance understanding with the Company, except for provisions in such agreements relating to confidential information and proprietary information) whether written or oral.

4 Minimum period of Employment.

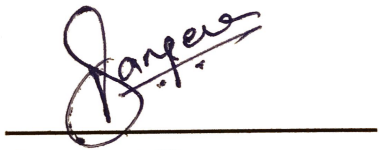
The Parties recognize and agree that the Employer is providing the specialized training to the Employee, with the understanding and expectation that the training will benefit Company in the course of employment and will enhance the skills of the Employee adding credits to his/her career. The employee also understands and agrees that the Employer will be spending upon such training and other costs attached to it. Therefore, to compensate such costs and efforts taken by the Employer on the imparting training to Employee, the employee assures that he/she shall not terminate employment before the expiry of not less than 24 (Twenty) months from the Effective Date of Employment.

This Agreement shall be concluded and effective on your delivering a signed copy of this agreement to us, provided that your compensation and other entitlements shall not begin to

accrue until you commence work for the company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the company on or before **3 days** from the date of issue of this offer letter failing which this offer stands automatically withdrawn by the company without any further notice to you.
Yours Sincerely,

For Augmedix Solutions Private Limited
CIN: U74999KA2019FTC121860



Jaswant Bangera
Head of India

Accepted

_____

Name:_____

Date:_____

AUGMEDIX
Rehumanizing Healthcare

Annexure A

Total CTC	**540,000**	**45,000**
	Annual	**Monthly**
Basic	270,000	22,500
HRA	108,000	9,000
LTA	22,500	1,875
Special Allowance	117,900	9,825
Sub Total (A)	**518,400**	**43,200**
Deductions		
PF	21,600	1,800
PT	2,400	200
ESI	-	-
Sub Total (B)	**24,000**	**2,000**
Net Pay (A-B)	**494,400**	**41,200**
Company Contributions		
Provident Fund	21,600	1,800
ESI	-	-
Gratuity	-	-
Medical Insurance	-	-
Sub Total (C)	**21,600**	**1,800**
CTC(A+C)	**540,000**	**45,000**

Note: ** Contribution to Provident fund shall be as per applicable laws and may vary in actuals.

WPA
World Class Services

'PRIVATE & CONFIDENTIAL'

CONTRACT OF EMPLOYMENT – KNOWLEDGE PROCESS ASSOCIATE

Miss Pooja R
No. 28, Aishwarya Nilaya,
1st Floor, 3rd Main West,
Begur Main Road,
Hongasandra,
Bangalore - 560068

Dear Pooja,

This Contract of Employment is entered into on 22nd August 2022, between WPA World Class Services (India) Private Ltd, having its office at 3rd Floor, No 9, Eterna, Industrial layout, Koramangala, Bangalore 560095. (hereinafter referred to as the Employer or the Company) and Miss Pooja R of No. 28, Aishwarya Nilaya, 1st Floor, 3rd Main West, Begur Main Road, Hongasandra, Bangalore – 560068 (hereinafter referred to as the Employee).

The principal activity of the Company being business process out-sourcing from the United Kingdom it is of crucial importance for the Company to meet performance standards set by the principals in the United Kingdom and other countries from whom the Company sources business. Therefore, it is the essence of this employment contract that Knowledge Process Associates meet the work performance standards set by the Company.

1) SALARY

(a) The Employee's Annual Cost to Company (CTC) will be RS 391,806/- during the probationary period, and upon his/her being confirmed in the post of Knowledge Process Associate, the Annual Cost to Company will be RS 430,988/-. The breakup of the salary during probation is set out in more detail in Annexure A to this Contract of Employment.

'PRIVATE & CONFIDENTIAL'

(b) The Employee is liable to pay applicable taxes under the prevailing Law. It is the responsibility of the Company to deduct Tax Deduction at Source (TDS) from the monthly salary of the employee.

(c) The Employee's salary has been determined taking into account that he/she will be called upon to work 44.5 hrs every week and is expected to give his/her complete cooperation at all times as required by the Employer. Anything beyond the stipulated working hours would be considered as overtime and the Employee would be entitled to overtime wages. The employee will be required to do overtime only at the company's request or with the prior approval of the Company.

(d) Increments will be awarded solely at the discretion of the Employer.

2) PROBATION

(a) The Employee's appointment will be subject to a probationary period of nine months and a further probationary period as per Clause 2 (b) if deemed necessary. The Employee's confirmation in the post thereafter will depend on his/her work performance, attendance, conduct, aptitude and general attitude towards work commitments. During the probationary period the company reserves the right to dispense with the Employee's services without notice and without assigning any reasons for such termination. The Employee could terminate his/her employment during the probationary period without notice and without assigning reasons.

(b) The Employer reserves the right to extend the probationary period of an Employee by a further period of three months if in the view of the Employer his/her work performance and / or conduct is not satisfactory.

(c) If the Company is satisfied that the Employee's work and conduct is satisfactory, he/she will be confirmed in the post of Process Executive and such confirmation shall be communicated in writing to the Employee.

3) PROVIDENT FUND

The Employee shall contribute 12% of his/her basic salary to the Employees' Provident Fund, while the Company will contribute 12% of his/her basic salary thereto.

4) GRATUITY

The employee shall be eligible for a gratuity payment from the employer on the completion of 5 years of service with the company. The employer shall contribute 15/26th of the employee's monthly basic salary every year for the purpose of this payment. Gratuity would be payable to an employee on separation from the Company for the following reasons.

a) On superannuation
b) On retirement or resignation
c) On death or disablement due to accident or sickness

5) WEEKLY AND STATUTORY HOLIDAYS

The Employee will be entitled to weekly and statutory holidays in accordance with the Karnataka Shops and Establishments Act. He/She may be called upon to work on weekly and other holidays on a basis of a roster if the Employer deems it necessary. If the Employee is asked to work on the day of a holiday, the Employee will be entitled to compensatory off with wages or to be paid twice for the day on which he/she has worked.

6) LEAVE

(a) Annual Leave

The Employee will be entitled to a maximum of 18.25 days leave per annum. This entitlement is on a pro rata basis from the day he/she joins the company, at the rate of 1 day for every 20 days of service. All leave shall be taken at such time as may be mutually agreed between the Employee and the Employer. An Employee would be allowed to carry forward the unused annual leave to the succeeding year to a maximum of 30 days. The Employee is not entitled to request for encashment of his/her unutilised annual leave.

(b) Sick leave

The Employee will be entitled to 12 days of sick leave per year. If the Employee avails more than 2 days of sick leave consecutively, the company will require the Employee to produce the medical certificate from a registered medical practitioner. Any unutilised sick leave cannot be carried forward to the next year.

(c) All other leave will be at the discretion of the Employer.

7) DEDUCTION FROM SALARY

Any absence in excess of the leave entitlement or for absence without approval shall result in a deduction from the Employee's salary of an amount equal to $1/30^{th}$ of his/her gross remuneration in respect of each day of such absence without permission but without prejudice to the right of the Employer to take appropriate disciplinary action in respect of the Employee's continuous/ prolonged unauthorised absence.

8) TRANSFER

The Employee will be liable to transfer and may be asked to serve at any office / work shop of the Company or any other office / work shop related to the Company's business

9) AGE OF RETIREMENT

The retirement age of the Employee will be 60 years. For the purpose of determining the date of the Employee's retirement the declaration of the age made by him/her at the commencement of his employment shall be conclusive.

10) SUSPENSION

The Company shall have the right to suspend the Employee from service with pay either as a disciplinary measure or pending disciplinary proceedings.

11) TERMINATION AFTER CONFIRMATION

(a) The Company may terminate the employment on such terms as may be determined by the Company for consistently failing to achieve performance standards, misconduct, neglect of duties, breach of trust, breach of discipline and / or breach of any of the terms and conditions of employment whether expressed or implied.

(b) In any event either party may terminate this contract of employment by giving one (1) calendar months notice in writing. The Company reserves the right to pay the Employee one (1) month's salary in lieu of notice period. The Company may at its discretion require the Employee to pay up the notice period in lieu of the Employee serving the notice period.

12) DISCLOSURE OF INFORMATION

Where any confidential information (not already within the public domain) pertaining to the database of the Company, trade secrets, operations, software programs, processes, inventions, products, know-how, designs, market opportunities, operation and strategic planning, suppliers, financial or other transactions of the Company or such confidential information relating to the business or the operations of its suppliers / customers is received or come to the knowledge of the Employee during the term of his employment, such information shall not be used by him/her for any reason other than for providing of the services of the Company, and he/she shall not give any such

confidential information to any third party without the express prior approval of the Company.

This clause shall survive the termination of this Employment Contract and the Employee acknowledges that he/she will not disclose to any third party or use the confidential information upon termination of this Employment Contract.

13) DPA (Data Protection Act) breaches or Information Security Incidents caused by an employee, may be considered as gross misconduct. Depending on the severity and impact of the cases, these can lead to termination of employment.

14) GENERAL

(a) The Employee will serve the Company faithfully and diligently, and shall observe and perform all lawful directions, whether written or oral, that may be given to him/her by the Company from time to time.

(b) The Employee during or outside working hours, or at the place of work or otherwise shall not conduct himself/herself in a manner which may or is likely to cause or may be reasonably expected to cause loss or damage to the reputation of the Company and / or the business of the Company.

(c) The Employee shall serve the Company exclusively during his/her period of employment with the Company.

(d) The Employee shall not either directly or indirectly engage or be concerned in any other employment or in any commercial or business pursuits or activity which may be directly or indirectly in competition with any business carried out by the Company.

(e) The Employee shall not receive any payment or reward whether in money or kind from any customer of the Company for the performance of any work or function by him/her in relation to the Company's work.

(f) The Employee shall not receive or accept from any person whether

directly or indirectly except with the written authority of the Company, any profit or commission or any other gain put of any business activity or contract of the Company.

(g) The Employee is required to promptly notify the Company of any change of his/her address or in his/her civil status or any other matter pertaining to the Employee which may have a bearing on his employment with the Company.

(h) The Employee shall follow any directives or policies issued with respect to working from home.

15) REMOVAL OF INFORMATION ASSETS

Any Equipment, Information or Software shall not be taken off-site without the prior approval of the Managing Director.

16) RETURN OF PROPERTY

Upon termination of your employment for any reason, you shall return all property, papers, documents, laptop, materials, keys, credit cards, cars and other property (including computer discs and tapes and other software storage media) belonging to WPA which may be in your possession or under your control.

17) STAFF HANDBOOK

It is the responsibility of the Employee to read, understand and abide by the policies contained within the Staff Handbook.

Signed on 17th August 2022

Employee...Pooja.R.....

for Employer...NAKavarana.....

(Managing Director)

cc. Personal file.

WPA
World Class Services

'PRIVATE & CONFIDENTIAL'

ANNEXURE A

(BREAK UP OF ANNUAL COST TO COMPANY)

During Probation:

Basic Salary	RS	180,714.00
Flexible Benefits (HRA, Food coupons, LTA, etc)	RS	180,714.00
Company's Contribution to Provident Fund	RS	21,686.00
Contribution to Gratuity payment	RS	8,692.00

In addition, conveyance allowance of RS 1,750 will be paid at the end of each month if you work from office and do not avail the company transport facility.

Pooja.R.

4:08 PM

to me

Dear Bhavan,

Congratulations once again on being selected for the position of Knowledge Process Associate with the joining date of 14th November 2022. We are truly excited and looking forward to having you as part of WPA family.

Please find attached the following documents:

1. Your Appointment letter (Bhavan November 2022.pdf) – Please go through the letter and confirm your acceptance via email. Also, please print a copy, sign it and handover the hard copy at office on the date of joining.

2. Job description document (Clinical & Eval Trainee S1) – Please go through, sign and email the soft copy.

3. Documents relating to Work from Home
    a. 10 Steps to Secure Home Working
    b. Remote Working IT Guidance
    c. Remote Working Terms
    d. Work From Home Declaration – Please go through the above three documents. Please email the signed soft copy of the Declaration to me.

In case you have any questions, please do not hesitate to call me on my mobile (9900233263).

भाकृअनुप–राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान
ICAR–National Institute of Veterinary Epidemiology and Disease Informatics
रामगोंडनहल्ली, येलहंका, बेंगलुरू – 560064
Ramagondanahalli, Post Box No: 6450, Yelahanka, Bengaluru - 560064
Ph: +91 80 23093110/+ 91 80 23093111 Fax: + 91 80 23093222, Email: director.nivedi@icar.gov.in

F.No.6-66(1)/PPR-EP/NIVEDI/2022-23 /1037 Date:16.12.2022

OFFICE MEMORANDUM

On the basis of recommendation of the Selection Committee and the approval of the Competent Authority, the undersigned is pleased to offer the temporary assignment of **Young Professional-II** under the Project "**PPR-EP: Action Plan for surveillance and monitoring of PPR**" under LH & DCP scheme of DAHD, GoI to **Ms. Annett Helcita Dsouza,** purely on contract basis on the following terms and conditions:

1. The position is purely on contract basis for a period of one year from the date of joining which may be extendable as per rule and satisfactory performance of the candidate after evaluation.
2. She will be paid consolidated sum of **Rs.35,000/- (Rupees Thirty-Five thousand only) Per month.**
3. Presently the place of work will be at ICAR-NIVEDI, Ramagondanahalli, Bangalore. However, for executing the project work, if needed, she needs to travel within Karnataka as well as other states also.
4. She is entitled for CL & RH as per guidelines of ICAR rules.
5. She will be removed from service by giving one-month notice without assigning any reason if the work is not found satisfactory.
6. She shall have no legal right to claim her regularization/appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the period of contract. The engagement is purely time bound, non-regular. The services of the incumbent shall stand terminated automatically on expiry of the contract period.
7. Her assignment is subject to the condition that she is declared medically fit for service by prescribed medical authority. (Copy attached)
8. Her assignment will be terminated at any time by issue of one month notice if she found to be negligent in her work, likewise she can also request for her termination from the assignment before the expiry of the period by giving one month notice in writing and with the approval of the Competent Authority.
9. If she leaves the assignment without permission of the Competent Authority, she will not be paid any amount due to her by the Institute.
10. She is required to show satisfactory performance of duties and maintain integrity/ discipline as per the code of conduct and prevailing rules of the ICAR/Institute. Non-maintenance of the discipline or failure to perform the duties assigned will make her liable for termination.
11. Grant of Travelling allowance for journey, if required to be under taken for the work in connection with her assignment, will be regulated as per the guidelines issued in this connection by the ICAR/Institute.
12. She will not be entitled for any other benefits applicable to regular ICAR Employees.

P.T.O

13. She is required to mark her attendance daily.
14. She is required to furnish a declaration stating that no "antecedents/criminal/legal proceedings are pending or contemplated against her" anywhere in the country.
15. She may be allowed to have treatment in the Institute Dispensary.

In case the above terms and conditions are acceptable to **Ms. Annett Helcita Dsouza,** she may give a written acceptance addressed to the Director, ICAR-NIVEDI, Bangalore & report to the undersigned on or before **30/12/2022** failing which this order shall automatically stands cancelled. She is required to produce original educational certificates and other testimonials along with one set of self-attested copies at the time of her joining for verification.

The Director reserves the right to cancel the above order anytime without assigning any reason whatsoever.

This is issued with the approval of the competent authority.

16/12/22

Principal Investigator
PPR-EP Project

Ms. Annett Helcita Dsouza,
D/o Hector Dsouza,
Winson Engineering works, PG Road,
Old bus stop , Devanahalli Town,
Bengaluru rural – 562 110.

Distribution:

1. Dr.V.Balamurugan, Principal Scientist & PI PPR-EP Project, ICAR-NIVEDI, Bangalore
2. The DDO/AF&AO/AAO, ICAR-NIVEDI, Bangalore
3. PA for kind information of the Director
4. Guard file

Confirmation of the job

Inbox



contact@vittarth... 5:41 pm

to me

Appreciate your interest to join at Vittarthaa. This mail can be considered as an appointment order with the following conditions:

1. Joining date : 12th September 2022.
2. Designation : Research Fellow.
3. Tenure : As Research Fellow for 2months.
4. On Satisfactory performance will be continued as a Research Scientist for a Probationary period of 6months followed by full term Appointment.
5. Remuneration as Research fellow Rs 12,500/- per month for First 2months. Rs.17,000 /- per month for Probationary period of 6months.
6. Working location : BTM Layout Bangalore.
7. Working days : Monday to Saturday, except 1st and 3rd Saturdays.
8. Working hours: 9:00AM to 5:30PM.
9. During Research fellowship you will be allowed leave one day per month.
10. On the date of joining the following list of certificates and proof are required:
    a. Passport Photographs -2 nos.
    b. Aadhar card copy.
    c. All the certificate copies.
    d. PAN card copy.
    e. Bank details if it is HDFC bank.

Acknowledge the same on reading this Email.

Shekar's
PHYSIOCARE
PHYSIOTHERAPY & FITNESS CENTER

1sh march 2023

PERSONAL & CONFIDENTIAL

Dr. MANIKONDA. BHAGYASRI SESHA ANUSHA,

76-11-11A kollafaram road, near T.T.I.A.A EM school bhavanipuram, Vijayawada-520012.

Dear Dr. MANIKONDA. BHAGYASRI SESHA ANUSHA,

Your Engagement with Shekar's Physiocare Center.

With reference to your application, and the subsequent discussions you had with us, we are pleased to engage you as a " Consultant Physiotherapist " on the terms and conditions mentioned in this letter. This letter memorializes the terms of your engagement with Shekar's Physiocare center.

Your engagement is contingent on your ability to furnish eligibility documentation as required by the organization/ center and mentioned elsewhere in this document. We are delighted at the prospect of your joining us and helping us grow the organization/center business.

This letter shall be binding from its signature by both parties and remain in force until last working day of february, 2025 Upon the expiry of the Term, the Parties may mutually agree to extend the Agreement on the mutually acceptable terms and conditions

Your engagement terms should be treated with the strictest confidence. Please sign enclosed copy of this letter including Terms & Conditions (Exhibit A) as your acceptance of the offer. We expect you to commence your services on 1st march 2023

The terms of your engagement are as follows:

Start Date:

1st march 2023

Compensation:

For your services as defined in this letter, you shall be compensated a professional fee of 50% Share generated by by therapist/Doctor (you) to the organization/center with devices and other materials used will be of the therapist/Doctor (you). You are supposed to provide 5 hours of services a day 6 days a week. Your Fee shall be payable within 15th of every month.

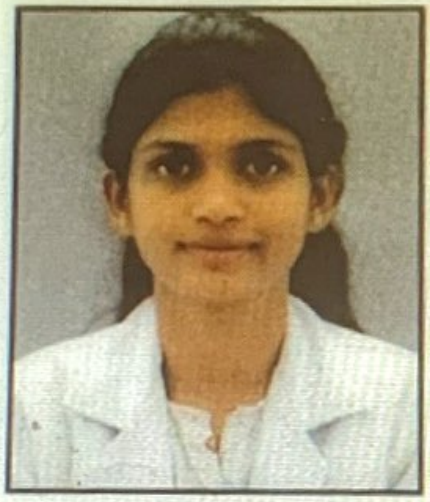
Madhu

Scanned with CamScanner

HILLSIDE COLLEGE OF PHYSIOTHERAPY

BHEEMCHANDRA TRUST

174/2, Saldoddi Village, Kanakapura Main Road, Bangalore - 62



Dr. MANASA M T (PT)

Designation : LECTURER

Qualification : MPT(Orthopedics and Sports)

Principal

Scanned with CamScanner

Norvic
INTERNATIONAL HOSPITAL
नर्भिक इन्टरनेशनल हस्पिटल



PRAGYA POKHAREL

PHYSIOTHERAPIST

PHYSIOTHERAPY

VALIDITY : 2080/03/31

Scanned with CamScanner

LETTER OF APPOINTMENT

Dear
Tasmiya Hafza,

Welcome to UNITED HOSPITAL. I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on 14TH OCTOBER 2022. As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration of 24,000/- (TWENTY-FOUR THOUSAND ONLY) indicates cost to company. Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month. Timing will be from 10:30 AM to 6:30 PM. Alternate Sundays will be a working day. Two months' prior notice period is must.

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from 14th October 2022.

We are looking forward to working with you.

K. Vinoth Kumar Jain

UNITED HOSPITAL (A Unit of United Brotherss Healthcare Services Private Limited)

United Hospital
No.110 (30), Madhavan Park Circle, 10th Main Rd,
3rd Block Jayanagar, Bangalore - 560 011

T: 080 4566 6666

E: appointments@unitedhospital.in
W: www.unitedhospitals.com

Dr. PRASANNA B.K.P., M.D.,
Consultant Pathologist

ಸ್ಪಂದನ ಡಯಾಗ್ನೋಸ್ಟಿಕ್

Mobile : 77330 09961
99019 83838

SPANDHANA DIAGNOSTIC

No. 155, J.C. Extension, Kanakapura - 562 117, Ramanagara Dist.
Phone: 080-2752 2218 E-mail: spandhanadiagnostic@gmail.com

DATE: 27th November 2022

Dear

Namitha Reddy ,

We are pleased to confirm your assignment as the full time RESIDENTIAL physiotherapist for SPANDHANA DIAGNOSTIC IN J .C Extension, Kanakapura in Bangalore. your joining date will be 12 th December 2022.

The CTC for this role will be INR 30,000 thousand per month + incentives

Over and above your salary, travel expenses reimbursement will be done by SPANDHANA DIAGNOSTIC. There will be probation period of 6 months and after that you will also be eligible for performance bonus.

To confirm the acceptance of this appointment offer, make sure that originals of the documents with you at the time of submission

- Government approved ID proof
- Educational certificates
- 2 passport size photos

If any enquiry please contact us.

SPANDHANA DIAGNOSTIC
No. 155, Near Kanaka Hospital
J.C. Extension
Kanakapura - 562 127
Ramanagara Dist

Strictly Private & Confidential

Employee ID XX
11-Aug-2022

To,

Prajna Poonacha
Rudrabeedu Village,
Mayamudi Post,
South Coorg,
Karnataka 571213

Dear Ms. Prajna Poonacha,

Sub: Letter of offer of employment with Invictus Prime Private Limited ("Employment Letter").

We are pleased to offer you, **Prajna Poonacha** ("**You/Your/Employee**") employment, for the position of **Physiotherapist** with **Invictus Prime Private Limited**, a company incorporated under the laws of India, at its registered office No. 71/2, Sona Towers, Millers Road, Bangalore- 560052 ("**We/ Us/ Our/ Company**"), with effect from 03-Oct-2022 in accordance with the basic terms and conditions mentioned below.

Upon Your joining, You will have to accept the 'Company Terms and Conditions' and 'Confidentiality Agreement' in writing to confirm and accept Your employment with Us**.**

- You will be initially on a 6 (Six) month probation period from your joining date;
- The Initial 2 (Two) month of your probation period will include an 'Apprenticeship program' which costs INR 60,000/- (inclusive of Taxes). As discussed, we shall not be charging you for this 'Apprenticeship Program' as this would be an investment made by the Company in consideration for a minimum engagement/employment period of 1 (One) year from the end of the probation period;
- If you are based outside Bangalore, and are relocating to Bangalore, the Company shall pay you a stipend of Rs. 15,000/- month to cover for moving and living expenses for the first 2 (Two) months;
- Post the 'Apprenticeship Program' you will be paid a salary of Rs. 30,000/- per month. Any further revision of salary will be based on your performance at the end of the probation period (6 months);
- Post the 'Apprenticeship Program' (2 months), if you decide to resign/quit and/or your employment is terminated due to breach of employment terms, within the subsequent 16

(Eighteen) months, you expressly agree to pay the Company INR 60,000/- as payment towards the training conducted in the 'Apprenticeship Program'; and

- Any breach of the above-mentioned terms shall attract legal action, wherein the cost and consequence shall be borne by you.

Kindly sign the Offer Letter, confirming Your acceptance, and return it to Us within 4 (Four) days failing which the offer shall be deemed have to been withdrawn. Further, please note that We reserve the right to withdraw the offer made to You, before Your acceptance of the same, without providing any reasons to You. This offer is subject to background checks conducted on You by Us.

At the time of joining, please provide photocopies of the following documents for Our records:

1. All certificates in support of Your educational qualification(s);
2. Emoluments and work experience certificates;
3. Relieving letter and no due certificate from your previous employer, if applicable;
4. Copy of last 3 pay slips (latest);
5. Photocopy of Your Aadhar and PAN card;

Please carry all the originals for validation.

Any enquiries that You may have in connection with Your employment may be addressed to Mr. Sameer Krishnamurthy at Phone No +91-9035457695 or email to support@invictusone.com.

Yours Cordially

For **Invictus Prime Private Limited**

_____

Mr. Varun Shetty
Authorized Signatory

Accepted by me

_____

Ms. Prajna Poonacha

NOTE: The Accepted 'Company Terms and Conditions' and 'Confidentiality Agreement' are to be attached to this Offer Letter to accept and confirm your employment with Us.

Date: 01/11/2022

ORTHOCARE PHYSIOTHERAPY AND PATHOLOGY CENTRE.

LETTER OF APPOINTMENT

Dr. Krupa V. Waghchoure, Welcome to **ORTHOCARE PHYSIOTHERAPY CLINIC.** I am pleased to offer you employment in the position of Physiotherapist, I am eager to have you as part of our team. I foresee your potential as valuable contribution to our company and clients. Your appointment as consultant physiotherapist will commence on **01st November 2022,** As a Physiotherapist you will be entitled to a monthly starting consolidated Remuneration **of 17,000/- (SEVENTEEN THOUSAND ONLY)** indicates cost to company Regular performance review will be conducted to assess your performance and suitability.

You shall receive your payment before 7th of every month.

Timing will be from 02:30 PM TO 09:30 PM

Alternate Sundays will be a working day.

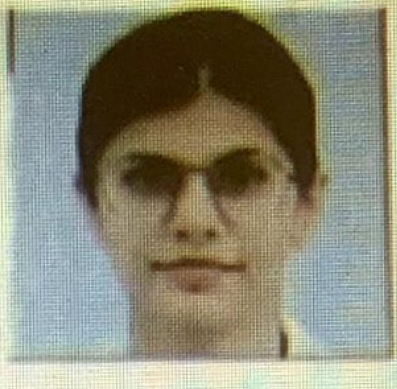
Two months prior notice period is must

You are signing this appointment letter confirming your acceptance of the terms and conditions of our company and that you would be joining from **1St NOVEMBER 2022.**

I am looking forward to working with you.

DR. S. V. RAMESH
Director
Orthocare Physiotherapy Group
B.P.Th, M.P.Th (Orthopaedics & Sports)
MIAP (L) Reg. No. 7606
OT/PT COUNCIL: PR-2017/03/PT/005776

LOVELY PROFESSIONAL UNIVERSITY



www.lpu.in

ard No.	:	19012/2023
-ID	:	29803
ame	:	Naina Joshi
esignation	:	Assistant Professor
obile No.	:	9888855000
hone (R)	:	
ddress	:	62-Guru Ramdass Nagar, Euro Mart Raja Garden hambran Rd., Ludhiana, Ludhiana, Punjab
mail ID	:	naina.29803@lpu.co.in
lood	:	O+
alid upto	:	Till in Service

Authorized Signatory

This card is property of LPU if found please return to

LOVELY PROFESSIONAL UNIVERSITY

Jalandhar-Delhi G.T. Road, Phagwara,
Punjab (India) - 144411
Ph: +91-1824-444515 E-mail: info@lpu.co.in

Scanned with CamScanner

SAKRA
WORLD HOSPITAL
JV by SECOM & TOYOTA TSUSHO, JAPAN



Sneha S

Physiotherapist

ID No. : 04631

Blood Group : O +ve

Emergency No : 6362434013

Scanned with CamScanner

033 545222

R. K. MEDICITY HOSPITAL

Dhangadhimai-9, Siraha (Nepal)

Province No 2



Name : Dr. Bikal Dagni (PT)

Designation : Physiotherapist

Department : Physioththerapy

Citizenship No. : 4-8686

D.O.B. : 2049-12-28

N.H.P.C. No. : A-132PHY

Add. : Gobazar-4, Siraha

Blood G. : O+ve

Mobile No. : 9819861208

Scanned with CamScanner

Date :03/10/2022

To
HARSHITHA SHETTY
(Code: CAN484402)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate CRA**. Your services are being deputed to **Astra Zeneca Pharma India Ltd** at **BANGALORE** based on on the following terms and conditions:

- Your employment will be valid from **12/10/2022 To 11/10/2023** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 678,696.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

  a. Complete on the Randstad portal:
     - Employee profile form
     - Statutory Nomination forms like ESIC, PF, Mediclaim etc.

  b. Upload proofs of your documents:
     - Government mandated ID proof: Aadhar Card and PAN
     - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
     - Copy of both Educational certificates & Previous employment documents.
     - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login.
A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	22,624.00	271,488.00
House Rent Allowance	9,050.00	108,600.00
Other Allowance	20,674.00	248,088.00
Telephone Reimbursement	2,262.00	27,144.00
Driver Salary	900.00	10,800.00
Vehicle Reimbursement	1,048.00	12,576.00
Gross Salary	56,558.00	678,696.00
Employer's Contribution to EPF	2,715.00	32,580.00
Insurance	800.00	9,600.00
CTC (Cost to the company)	60,073.00	720,876.00
Employee's Contribution to EPF	2,715.00	32,580.00
Total Deduction	2,715.00	32,580.00
Net take home = (Gross salary- Total deduction)	53,843.00	646,116.00

* Income tax, Proffessional tax and LWF as applicable will be deducted.
* All the taxes will be deducted as applicable by law.Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Dayananda Sagar Institutions

Savitha K P <savithakp@dayanandasagar.edu>

Dayanand Sagar - Brane Enterprises - Campus Recruitment 21 - 22

Savitha Santhosh <savitha.santhosh@nslhub.com> Thu, Jan 13, 2022 at 6:20 PM
To: Savitha K P <savithakp@dayanandasagar.edu>
Cc: Vikram Poojary <vikram.poojary@nslhub.com>, Manvi Agarwal <manvi.agarwal@braneenterprises.com>

Hi Savitha Mam,

Below students have been selected. As discussed, Please let me know if these students are available.

Final Selects :

Yashaswini

Elakya Rajesh

L1 Selects :

Padala Priyanka

[Quoted text hidden]
[Quoted text hidden]

Ref No: 23679656
22-Dec-2022

Susedharan Arumugam

Dear **Susedharan**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your annual total compensation will be **INR 249,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **02-Jan-2023**.

Please note:
- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

Requisition ID # HC#IND/14312/14

Resume ID # RES/502934/14 **05-May-2022**

To,
Ms. Smriti Jha,
Bangalore

Dear Smriti Jha,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Junior Associate - Scientific Writing** in our Company as detailed below: Your appointment is effective from the date of joining, which is tentatively **01, July, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **01, July, 2022.** During this period your total Compensation will be **Rs. 5,00,000 p.a. (Rupees Five Lakhs only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.
5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)
6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I, **Ms. Smriti Jha,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **01, July, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	2,25,500	18,792
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	1,04,568	8,714
HRA	33,825	2,819
Communication	12,000	1,000
Sub Total 1	**3,75,893**	**31,325**
Retiral Components		
Provident Fund	27,060	2,255
Gratuity	10,847	904
Sub Total 2	**37,907**	**3,159**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**4,51,000**	37,583
Annual Payout	24,000	2,000
Variable Pay - On a rating of 3	25,000	2,083
Cost to Company (CTC)	**5,00,000**	**41,667**
Deductions		
Employee Provident Fund	27,060	2,255
Retirals		
Employer Provident Fund	27,060	2,255
Gratuity	10,847	904
Total	**64,967**	**5,414**
Net Take home (without TDS)	**3,86,033**	**32,169**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 25,000/-p.a. (Rupees Twenty Five Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the

payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 24,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

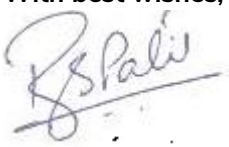
- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Date :30/08/2022

To
Swetha
(Code: CAN465779)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Safety Project Manager Intern**. Your services are being deputed to **Merck Specialities Pvt Ltd** on the following terms and conditions:

- Your employment will be valid from **19/09/2022 To 18/09/2023** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 253,008.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

  a. Complete on the Randstad portal:
     - Employee profile form
     - Statutory Nomination forms like ESIC, PF, Mediclaim etc.

  b. Upload proofs of your documents:
     - Government mandated ID proof: Aadhar Card and PAN
     - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
     - Copy of both Educational certificates & Previous employment documents.
     - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login.
A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	1,724.00	20,688.00
Statutory Bonus	1,250.00	15,000.00
Gross Salary	17,974.00	215,688.00
Employer's Contribution to ESI	585.00	7,020.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	575.00	6,900.00
EDLI	75.00	900.00
PFADMIN	75.00	900.00
CTC (Cost to the company)	21,084.00	253,008.00
Employee's Contribution to EPF	1,800.00	21,600.00
Employee's Contribution to ESI	135.00	1,620.00
Total Deduction	1,935.00	23,220.00
Net take home = (Gross salary- Total deduction)	16,039.00	192,468.00

* Income tax, Proffessional tax and LWF as applicable will be deducted.
* All the taxes will be deducted as applicable by law.Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Date: 22-09-2022

To,
Ms. Suhana S,
Empcode -1587774

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Associate CRA, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 21-09-2022 to 20-09-2023. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.

2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.

3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.

4. Details of your salary break up with components is as per the Annexure 1.

5. Provident Fund will be remitted as per law, applicable from time to time.It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit

6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 300000 & Group Terms Life Insurance of 0. This policy will come into effect after 30 days of your joining the company.

7. You will be eligible for leave as per the clients company policy,during the period of your contract of employment.

8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at Astra Zeneca Pharma India Ltd. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.

10. This contract shall be terminable by either party giving 60 days notice in writing or salary in lieu of notice, to the other.

11. At Randstad your privacy is important to us. By submitting your personal information,you have agreed and consented to Randstads processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

Registered Office :
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

randstad
Staffing | Search & Selection | HR Solutions | Inhouse Services

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

I Suhana S have read and hereby accept the above mentioned terms and conditions

Signature : 2348819

Date : 22-09-2022 10:54:55

Relex Healthcare Services India Private Ltd
Regd Office: Second Floor, Nish Manor, 25/2, Norris Road, Richmond Town
Bengaluru 560025
Company ID (CIN): U52100KA2019PTC124644

LETTER OF OFFER

26/12/2022

To,

Mr. S Sourabh,
S/O: Dr. CB Suresh, #1, surabi nilya,
kanakadasara road, masthi badavane,
Kolar, Karnataka - 563101

Dear Mr. S Sourabh,

This letter confirms our offer to you, **S Sourabh**, residing at **S/O: Dr. CB Suresh, #1, surabi nilya, kanakadasara road, masthi badavane, Kolar, Karnataka - 563101** ("**Trainee**") for a position with **RELEX HEALTHCARE SERVICES INDIA PRIVATE LTD** ("**Company**"). We are pleased to intimate you that you can join us as a **Trainee - Clinical Pharmacist & HCA** on **26/12/2022** which has been mutually agreed upon between you and the Company. Your Trainee duration with the Company shall be for a period of 6 months.

You are hereby intimated that subsequent to the Acceptance of the offer, and the fulfillment of the terms and conditions listed therein, you shall be in receipt of a monthly stipend of ₹ 18,000/- per month payable constituting the totality of the consideration being offered by the Company to you for the conduct of your duties and obligations.. You are hereby notified that the stipend is subject to all the statutory deductions for tax and other such deductions that are legally required to be withheld by an employer in India.

You are required to report for duty at the above address, on **26/12/2022**

We are pleased to inform you that as per our **Trainee - Clinical Pharmacist & HCA** Induction schedule we have a provision that subject to successful completion of your 6 months training and also subject to the discretion of the Management we shall be offering you the role of a Pharmacist and Healthcare Advisor on full time basis.

Also please note that in the event you complete 6 months successfully you will be entitled to a retention bonus of Rs. 20,000/- in your 7th month salary cycle along with your remuneration for your formal role as **Clinical Pharmacist & HCA**.

For Relex Healthcare Services India Pvt Ltd

eSigned using Aadhaar (Leegality.com - xteeeMC)
Suresh A P Rao
Date: Wed Dec 28 18:17:12 IST 2022
Director

eSigned using Aadhaar (Leegality.com - xteeeMC)
S Sourabh
Date: Wed Dec 28 19:18:58 IST 2022

Please confirm your acceptance of this Offer Letter by signing and returning a duplicate copyof this Offer Letter and the Non Disclosure Agreement immediately. This Offer Letter is valid for acceptance for a period of **two** days following the date of issuance of this Offer Letter.

By affixing your signature to this Letter, you affirm your acceptance. If you do not join duty, this Offer Letter as per the date indicated in this offer letter, or by any extended date agreed in writing, this Offer Letter stands withdrawn.

We look forward to receiving your acceptance of this Offer Letter. In the event that you have any clarifications or queries with regard to the content of this Offer Letter, please contact Mr. Suresh A P Rao, (Director)

Sincerely,

_____
Director
For and on behalf of **Relex Healthcare Services India Pvt Ltd.**

For Relex Healthcare Services India Pvt Ltd

eSigned using Aadhaar
(Leegality.com - xteeeMC)
Suresh A P Rao

Date: Wed Dec 28 18:17:12 IST 2022
Director

eSigned using Aadhaar
(Leegality.com - xteeeMC)
S Sourabh

Date: Wed Dec 28 19:18:58 IST 2022

Letter of Offer of employment

05-Dec-2022

Ms. Bhavana P
Bangalore

Dear **Ms. Bhavana P ,**

This refers to your application for employment with CareerNet Technologies Pvt. Ltd. and your subsequent interview for the same. We are pleased to offer you an employment with CareerNet Technologies Pvt. Ltd. As a **Trainee Drug Safety Associate** on the following terms and conditions:

Joining Date and Salary
You are required to report to duty on **12-Dec-2022.** Your yearly CTC on joining CareerNet Technologies Pvt. Ltd. is . The break-up of your salary is given in Annexure1.

Tenure of the Agreement
Your contract of employment shall be valid for a period of **1 year(s)** from **12-Dec-2022** to **11-Dec-2023.** Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.

Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.

During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients' company to do work pertaining to or incidental to the client's business.

Place of work and mobility
You are initially appointed to work in **Bangalore** office of our client **NOVO NORDISK SERVICE CENTRE (INDIA) PRIVATE LIMITED** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

Termination & Notice period
Either the company or you may at any time terminate this agreement by giving in writing to the other party **30** Days' notice.

The company may immediately and without notice, terminate your services, in case of any substantial or continued unwillingness or inability to perform duties assigned to you or unsatisfactory job performance at the client premises.
On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company or our Client where you have been deputed:

1. Any material items belonging to the Company in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information

required for the continued execution of the duties of your role (login credentials, business contact information).
2. Any physical company documents that you may have in your possession.
3. Any other company assets within your control.

Date: 07-Feb-2022

Employee Name: Mr. Shaik Shahana Afroz
Dayananda Sagar Institute of Management (DSI),
Bangalore

LETTER OF OFFER

Dear Shaik Shahana Afroz,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Management Trainee"** in Job Band **"11"** at a Cost to the Company of **Rs. 4,00,000 (Rupees Four Lakhs)**. Refer below mentioned Annexure for offer details.

Your employment commences from the date of your reporting, which shall not be later than **01-Jul-22**. In the event of you not joining by this date, this offer will automatically expire, unless specifically extended by PFRL. This offer of Employment is subject to receipt of satisfactory references, antecedent verification as a part of the company recruitment policy.

For Aditya Birla Fashion & Retail Ltd,

Soumavo Chatterjee

Soumavo Chatterjee
Group Manager – HR | South Zone

*Please note that individual compensation is personal and confidential. Sharing this information with anyone within or outside the organisation, will be considered as violation of Group Values.

Annexure:

Name: Shaik Shahana Afroz
Designation: Management Trainee
Job Band: 11

Compensation Details	Compensation INR per Annum	Compensation INR per Month
Base Salary Basic Salary	**140000** 140000	**11667** 11667
Allowances & Reimbursements Adhoc Allowance Bonus/Exgratia	**175666** 159921 15745	**14639** 13327 1312
Retirals Gratuity PF	**28334** 6734 21600	**2361** 561 1800
Housing HRA	**56000** 56000	**4667** 4667
Fixed CTC	**400000**	**33333**
Performance Incentive [for the First Year only] (1st instalment to be paid on successful completion of 6 months and 2nd to be paid on confirmation) Post confirmation, you would be aligned to the store incentive plan	**50000**	4167
Fixed CTC	**450000**	**37500**

For Aditya Birla Fashion & Retail Ltd,

Soumavo Chatterjee

Soumavo Chatterjee

Group Manager – HR | South Zone

*Please note that individual compensation is personal and confidential. Sharing this information with anyone within or outside the organisation, will be considered as violation of Group Values.

ACUITY
KNOWLEDGE PARTNERS

Summary of Employment Terms – Bhanuprakash S	
Date of Joining	19-May-22
Job Title/Designation	Analyst
Total Cost to Company	INR 524,119
Annual Performance Bonus	You will be eligible for a discretionary bonus in recognition of your efforts payable in February 2023 on a pro-rata basis post closure of performance year. Your eligibility for annual performance based bonus will be in line with the company Performance Bonus Plan and is at sole discretion of management.
Performance Evaluation & Salary Revision	Performance evaluation is conducted once a year in the month of January, for the period of January to December of previous year. Any salary revision following performance evaluation will be effective 1st April 2023 on a pro-rata basis.
Medical Insurance Cover	*Refer Annexure II for details*
Group Term Life Insurance Cover	*Refer Annexure II for details*
Timing / Work Hours	9.30 AM – 6.30 PM * **While Company follows a five day work week and normal working hours, the Employee hereby agrees to work flexible working hours when mandated by client requirements and/ or at the reporting manager's discretion.**
Provident Fund	Company will make statutory contributions to the Central Provident Fund as required by Indian law.
Restrictions on Share Trading	You are not allowed to trade in the securities in companies listed in any country covered by Company analysts. This rule effectively eliminates the US, UK and several countries in Asia. Details of the share trading restrictions appear in the Compliance Manual
Annual Leave	Employees are eligible to a maximum of 40 leaves per calendar year as follows: 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves * You will be provided detailed leave policy & applicable rules on joining the organization.

ACUITY
KNOWLEDGE PARTNERS

Salary Break UP

NAME	:	Bhanuprakash S		
DESIGNATION	:	Analyst		
DATE OF JOINING	:	19-May-22		
LOCATION	:	Bangalore		
COST TO COMPANY	:		INR	495,000
FIXED SALARY	:		INR	450,000
PERFORMANCE BONUS	:		INR	45,000

SALARY COMPONENTS (INR)	MONTHLY		YEARLY	
BASIC SALARY	INR	18,750	INR	225,000
HOUSE RENT ALLOWANCE	INR	7,500	INR	90,000
SPECIAL ALLOWANCE*	INR	9,450	INR	113,400
PROVIDENT FUND (Employer Contribution)**	INR	1,800	INR	21,600
(A) TOTAL FIXED (Pre Tax)	**INR**	**37,500**	**INR**	**450,000**
(B) GRATUITY* (INR)**	**INR**	**901**	**INR**	**10,817**
(C) MEDICAL INSURANCE PREMIUM** (INR)**	**INR**	**1,231**	**INR**	**14,777**
(D) TERM LIFE INSURANCE PREMIUM*** (INR)**	**INR**	**285**	**INR**	**3,417**
(E) ACCIDENT INSURANCE PREMIUM**** (INR)**	**INR**	**9**	**INR**	**108**
TOTAL COST TO COMPANY (A) + (B) + (C) + (D) + (E) + (Performance Bonus)			**INR**	**524,119**

Page 1

*Please refer to the Annexure I for details on Special Allowance

**PF shown above is at minimum contribution i.e. INR 1,800. It can be increased to up to 12% of your basic pay, however there will be no change in the CTC. This is a one time option available to opt for a mandatory minimum (INR 1800) or 12% of Basic Pay.

***Gratuity as per prevailing laws.

****Medical insurance premium paid by the company covers self, spouse and 2 kids.

*****Group Term Life Insurance premium paid by the company covers the employee.

******Group Accident Insurance premium paid by the company covers the employee.

REFER Annexure II for details on other BENEFITS

ACUITY
KNOWLEDGE PARTNERS

Annexure I

Special Allowance (Flexi Components)

We are committed to providing market competitive pay benefits to our employees. We strive to provide you with a wide menu of tax saving elements which constitute your special allowance.

Options	Monthly	Yearly
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Telephone Reimbursement	Fixed at INR 2000	Fixed at INR 24000
LTA	Fixed at INR 3000 or 5% of Basic	Fixed at INR 36000 or 5% of Basic
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Uniform Allowance	Fixed at INR 2000	Fixed at INR 24000

You will be eligible for total special allowance as per the CTC letter. Employees get the flexibility to choose any/all of the above mentioned elements to create a tax efficient salary structure as per their need. Tax benefits on the above mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

Annexure II

BENEFITS at a glance

Leaves	Acuity Knowledge Centre (India) Private Ltd. offers its employees an inclusive Leave Policy, which is one of the best in the industry. Our Annual Leave Policy allows employees to take a total of 40 leaves in a year. This includes 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves
i) Maternity Leaves	Female employees are eligible for 26 weeks of maternity leaves as per law
ii) Paternity Leaves	Male employees are eligible for paternity leaves of 5 working days
iii) Bereavement Leaves	Employees are eligible for Bereavement/Compassionate leave for 3 working days in the event of the death of an immediate family member

Group Medical Insurance	Acuity Knowledge Centre (India) Private Ltd. cares for its employees as well as their family. We have a comprehensive Group Medical Coverage for all employees to meet expenses, which arise due to hospitalization. Employees and their immediate family (Spouse, 2 dependent children of 25 yrs.' of age) are provided with a floater sum insured of INR 3 Lakhs. This medical coverage provides you a maternity benefit of INR 50,000.

Group Term Life Insurance	Acuity Knowledge Centre (India) Private Ltd. values the zeal and dedication with which its employees contribute towards the success of this organization. Accordingly, health and wellness of our employees and their family have always been an integral part of our benefits strategy. All Acuity employees are entitled to a term life insurance with a sum insured of 3 times their Fixed Salary depending on the designation of the employee.

Parental Insurance	All Acuity Knowledge Centre (India) Private Ltd. employees are eligible to avail the self-funded parental insurance cover of INR 2 Lacs for their parents/parent–in –laws at highly competitive prices. The company has negotiated best price for the benefits of staff members.

Accidental Death Insurance	All the Acuity Knowledge Centre (India) Private Ltd. employees are offered an Accidental Death Insurance cover. As per this benefit, in case of an accidental death of an employee, the immediate family members are entitled to get 2 times of the fixed annual salary of the deceased employee.

National Pension Scheme (NPS)	Acuity Knowledge Centre (India) Private Ltd. gives various options to employees to structure their salary and save taxes. Salary can be made more tax – efficient by enrolling for National Pension Scheme. It is a voluntary benefit wherein employees can opt and get tax benefit as applicable under law.

ACUITY
KNOWLEDGE PARTNERS

Summary of Employment Terms – Nithin B	
Date of Joining	12-May-22
Job Title/Designation	Analyst
Total Cost to Company	INR 524,119
Annual Performance Bonus	You will be eligible for a discretionary bonus in recognition of your efforts payable in February 2023 on a pro-rata basis post closure of performance year. Your eligibility for annual performance based bonus will be in line with the company Performance Bonus Plan and is at sole discretion of management.
Performance Evaluation & Salary Revision	Performance evaluation is conducted once a year in the month of January, for the period of January to December of previous year. Any salary revision following performance evaluation will be effective 1st April 2023 on a pro-rata basis.
Medical Insurance Cover	*Refer Annexure II for details*
Group Term Life Insurance Cover	*Refer Annexure II for details*
Timing / Work Hours	9.30 AM – 6.30 PM * **While Company follows a five day work week and normal working hours, the Employee hereby agrees to work flexible working hours when mandated by client requirements and/ or at the reporting manager's discretion.**
Provident Fund	Company will make statutory contributions to the Central Provident Fund as required by Indian law.
Restrictions on Share Trading	You are not allowed to trade in the securities in companies listed in any country covered by Company analysts. This rule effectively eliminates the US, UK and several countries in Asia. Details of the share trading restrictions appear in the Compliance Manual
Annual Leave	Employees are eligible to a maximum of 40 leaves per calendar year as follows: 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves * You will be provided detailed leave policy & applicable rules on joining the organization.

ACUITY
KNOWLEDGE PARTNERS

Salary Break UP

NAME	:	Nithin B		
DESIGNATION	:	Analyst		
DATE OF JOINING	:	12-May-22		
LOCATION	:	Bangalore		
COST TO COMPANY	:		INR	495,000
FIXED SALARY	:		INR	450,000
PERFORMANCE BONUS	:		INR	45,000

SALARY COMPONENTS (INR)	MONTHLY		YEARLY	
BASIC SALARY	INR	18,750	INR	225,000
HOUSE RENT ALLOWANCE	INR	7,500	INR	90,000
SPECIAL ALLOWANCE*	INR	9,450	INR	113,400
PROVIDENT FUND (Employer Contribution)**	INR	1,800	INR	21,600
(A) TOTAL FIXED (Pre Tax)	**INR**	**37,500**	**INR**	**450,000**
(B) GRATUITY* (INR)**	**INR**	**901**	**INR**	**10,817**
(C) MEDICAL INSURANCE PREMIUM** (INR)**	**INR**	**1,231**	**INR**	**14,777**
(D) TERM LIFE INSURANCE PREMIUM*** (INR)**	**INR**	**285**	**INR**	**3,417**
(E) ACCIDENT INSURANCE PREMIUM**** (INR)**	**INR**	**9**	**INR**	**108**
TOTAL COST TO COMPANY (A) + (B) + (C) + (D) + (E) + (Performance Bonus)			**INR**	**524,119**

Page 1

*Please refer to the Annexure I for details on Special Allowance

**PF shown above is at minimum contribution i.e. INR 1,800. It can be increased to up to 12% of your basic pay, however there will be no change in the CTC. This is a one time option available to opt for a mandatory minimum (INR 1800) or 12% of Basic Pay.

***Gratuity as per prevailing laws.

****Medical insurance premium paid by the company covers self, spouse and 2 kids.

*****Group Term Life Insurance premium paid by the company covers the employee.

******Group Accident Insurance premium paid by the company covers the employee.

REFER Annexure II for details on other BENEFITS

ACUITY
KNOWLEDGE PARTNERS

Annexure I

Special Allowance (Flexi Components)

We are committed to providing market competitive pay benefits to our employees. We strive to provide you with a wide menu of tax saving elements which constitute your special allowance.

Options	Monthly	Yearly
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Telephone Reimbursement	Fixed at INR 2000	Fixed at INR 24000
LTA	Fixed at INR 3000 or 5% of Basic	Fixed at INR 36000 or 5% of Basic
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Uniform Allowance	Fixed at INR 2000	Fixed at INR 24000

You will be eligible for total special allowance as per the CTC letter. Employees get the flexibility to choose any/all of the above mentioned elements to create a tax efficient salary structure as per their need. Tax benefits on the above mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

Annexure II

BENEFITS at a glance

Leaves	Acuity Knowledge Centre (India) Private Ltd. offers its employees an inclusive Leave Policy, which is one of the best in the industry. Our Annual Leave Policy allows employees to take a total of 40 leaves in a year. This includes 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves
i) Maternity Leaves	Female employees are eligible for 26 weeks of maternity leaves as per law
ii) Paternity Leaves	Male employees are eligible for paternity leaves of 5 working days
iii) Bereavement Leaves	Employees are eligible for Bereavement/Compassionate leave for 3 working days in the event of the death of an immediate family member

Group Medical Insurance	Acuity Knowledge Centre (India) Private Ltd. cares for its employees as well as their family. We have a comprehensive Group Medical Coverage for all employees to meet expenses, which arise due to hospitalization. Employees and their immediate family (Spouse, 2 dependent children of 25 yrs.' of age) are provided with a floater sum insured of INR 3 Lakhs. This medical coverage provides you a maternity benefit of INR 50,000.

Group Term Life Insurance	Acuity Knowledge Centre (India) Private Ltd. values the zeal and dedication with which its employees contribute towards the success of this organization. Accordingly, health and wellness of our employees and their family have always been an integral part of our benefits strategy. All Acuity employees are entitled to a term life insurance with a sum insured of 3 times their Fixed Salary depending on the designation of the employee.

Parental Insurance	All Acuity Knowledge Centre (India) Private Ltd. employees are eligible to avail the self-funded parental insurance cover of INR 2 Lacs for their parents/parent–in –laws at highly competitive prices. The company has negotiated best price for the benefits of staff members.

Accidental Death Insurance	All the Acuity Knowledge Centre (India) Private Ltd. employees are offered an Accidental Death Insurance cover. As per this benefit, in case of an accidental death of an employee, the immediate family members are entitled to get 2 times of the fixed annual salary of the deceased employee.

National Pension Scheme (NPS)	Acuity Knowledge Centre (India) Private Ltd. gives various options to employees to structure their salary and save taxes. Salary can be made more tax – efficient by enrolling for National Pension Scheme. It is a voluntary benefit wherein employees can opt and get tax benefit as applicable under law.

22-Aug-2022

Pooja Mahadev Hegde
Hulekal, Sirsi,
Sirsi - 581336

Dear **Pooja**,

On behalf of **KPMG Global Services Private Limited** (the **'Company'**), I am pleased to offer you the position of **Associate 1** in **Tax** with the Company. You will be part of the **Tax-IES team.**

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **05-Sep-2022** , this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the **'Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force (**'Company Policy'**). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the **'Confirmation Letter'**). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

   Your basic salary shall be **Rs.250000/- (Two Lakh Fifty Thousand Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

2. Allowances and Employers Contribution to Provident Fund

   In addition to the basic salary referred to in Paragraph A.1 above, you shall be

entitled to a sum of **Rs.250000/- (Two Lakh Fifty Thousand Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company including Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

B. Other Entitlements

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Bonus

   You may be entitled to a performance bonus as per the Company Policy. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.

2. Gratuity

   You shall be entitled to payment of gratuity as per the Company Policy and subject to the applicable law.

3. Medical Insurance Scheme

   You shall be eligible to participate in the Medical Insurance Scheme of the Company, if any.

4. Leave

   You shall be entitled to twenty two days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.

5. Maternity Benefits **[For Women employees only]**

   You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery.During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

   You will be required to work eight (8) hours a day excluding thirty (30) minutes break for meals. The Company practices a forty (40) hours workweek. Subject to the

applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

(i) trade secrets,

(ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,

(iii) prices charged to and terms of business with clients,

(iv) marketing plans and revenue forecasts,

(v) any proposals relating to the future of Company or any of its business or any part thereof,

(vi) details of its employees and officers and of the remuneration and other benefits paid to them,

(vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential

3.2 You shall not, either during your employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your

9.1 You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

D Termination

1. Without Cause

1.1 During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the sixty (60) days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in

terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation..

1.3 In case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken

1.4 With the exception as laid out in Paragraph D.1.3 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the staff manual.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof..

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated..

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of

India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before **25-Aug-2022**, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,
for **KPMG Global Services Private Limited**

Rakesh Jain
Senior Associate Director- Human Resources

I am pleased to accept the offer contained above.

Pooja Mahadev Hegde

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are **' Member of the Firm '** and **' Covered Person '** . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving

loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **' office '** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **' immediate family members '** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your **' close family members '** —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

· If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

· You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.

· Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Pooja Hegde
Associate 1
Bangalore

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	20833	250000
Flexible Compensation (b)	18333	220000
Employer Contribution to Provident Fund (c)	2500	30000
Total Cost to Company (a+b+c)	**41666**	**500000**

- The above is an indicative break-up of the components
- Cognizant of the current working environment, all new joiners at Assistant Manager or below level are entitled to a one time 'work-at-home' allowance of INR 12,000/- (Rupees Twelve thousand only), in addition to the compensation outlined above. This allowance will be subject to the 'work-at-home' Policy of the Company, as amended from time to time. The aforesaid amount would be payable in the subsequent month's payroll subject to the policy applicable on the date of disbursement.
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund
- Gratuity will be governed by the Payment of Gratuity Act
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.
- Flexible compensation needs be allocated every year basis the components published by the Company
- Any statutory deduction shall be made as per applicable laws

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of INR 300000
Group Personal Accident Insurance: You are covered to the extent of INR 6000000
Group Term Life Insurance: You are insured to the extent of INR 1500000
Group Term Life in Lieu of EDLI Policy: Covered

On your joining the Company you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

ANNEXURE 2

Compensation Structure

Fixed Components / Mandatory Components:

		Associate 1
A	**Basic Salary**	50% of 'Cost to Co.'
B	**Provident Fund**	12% of basic will be deducted from the basic as the employee's contribution towards PF An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.

The balance of 'Cost to Co.' can be structured using the following options:

		Associate 1
C1	**House Rent Allowance**	✔

If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:

1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act.
2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed.
3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law)
4. The address of the employee given to the Firm and as per the lease deed should be the same.
5. Monthly Rent Paid:

Rent Paid	Requirement
More than or equal to Rs. 20,000/-	1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord All above three are mandatory to be mentioned on rent receipts.

		Associate 1
C2	**Car Lease Rentals/Insurance**	**X**

	-		
		Associate 1	
C3	**Andriod / iPhone Handset reimbursement**	**X**	
	-		
		Associate 1	
C4	**Car Reimbursements**	**X**	
	Fuel	NA	
	Maintenance	NA	
	(Maintenance to include services,repairs,parking charges, toll tax, Car accessories & driver salary is not allowed)		
		Associate 1	
C5	**Leave Travel Allowance**	✔	
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)		
		Associate 1	
C6	**Children's Education Allowance**	✔	
	Exemption as per IT Rules.		
		Associate 1	
C7	**Expenses in pursuit of Education**	✔	
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.		
		Associate 1	
C8	**Meal Vouchers**	✔	
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-		
		Associate 1	
C9	**Purchase of computer at**	✔	

	home	
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Associate 1
C10	**Flight Upgrade**	**X**
	-	

Addendum To offer

22-Aug-2022

Pooja Mahadev Hegde

Hulekal,Sirsi

Subject – Relocation Cost Reimbursement

Dear Pooja,

In addition to our offer dated 05-Sep-2022, we are pleased to add the following benefit to your offer

KGS will reimburse one-way economy airfare from home to the new location of the candidate. Will also provide accommodation or equivalent for a period of one week (seven days) to the candidate.

KGS will reimburse relocation expenses, subject to a maximum of Rs. 30,000 or one truck load of household goods, whichever is lower. The reimbursement would be towards packing/unpacking, insurance and transportation of personal and household goods from the home location to the new location.

In the unlikely event of the individual resigning from the services of KGS, within 12 months of joining, then the total cost incurred on relocation will be recovered.

Save and except the aforesaid, all other terms & conditions of your employment shall remain unchanged and accordingly this letter shall form part and parcel of your employment contract.

We would like to take this opportunity of welcoming you and wishing you every success in your career with us.

Yours sincerely
for KPMG Global Services Private Limited

Rakesh Jain
Senior Associate Director- Human Resources

Pooja Mahadev Hegde

Offer electronically accepted by: Hegde, Pooja
Offer electronically accepted on: Aug 23, 2022 6:35 PM

Offer electronically accepted from: 157.45.64.110

Fwd: Manoj Kumar V CMS20MBA051 Offer confirmation from Ambertag Analytics

alok chakravarty <alok_chakravarty@dsu.edu.in> Tue, May 17, 2022 at 8:39 AM
To: "Mrs. Asha MP" <asha.mp@dsu.edu.in>

---------- Forwarded message ---------
From: Manoj Kumar< manoj9902171446@gmail.com >
Date: Sat, May 14, 2022, 1:17 PM
Subject: Manoj Kumar V CMS20MBAA051 Offer confirmation from Ambertag Analytics
To: <darpana@dsu.edu.in>
Cc: <alok_chakravarty@dsu.edu.in>

Dear Manoj Kumar V,

We are pleased to announce that we've decided to offer you the position of **Data Analyst (Grade- C1)** at AmberTAG Analytics Pvt. Ltd. This email will serve as your formal offer followed by an Appointment letter on your joining day.

Your position title will be **Data Analyst** and in this capacity, you will report to **Dr. Amarnath KN**. You are expected to start in this position on **01st June 2022.**

The CTC for this position will be **INR. 25,000/-** (INR Twenty-Five Thousand only) per month, which equates to an annual total of **INR. 3,00,000/-** (INR Three Lakh Only).

This position is considered full-time, which means you will be expected to provide quality service with 40 hours of work per week. Our standard business hours are 9:30 AM to 6:00 PM, Monday to Friday.

Additionally, please go through the HR Data Form linked and **make any necessary changes if required** for our HR records and HR operations:

Attach a SOFT COPY of all personal documents listed below, via email:
Please also fill in the Self Attested Declaration form as well linked here. Once filled we will send it back to you for a signature via Adobe Sign.

- **Passport (soft copy) OR Birth Certificate (soft copy)**
- **Voter ID Card (Soft Copy)**
- **Bank details (for crediting salary)**
- **Passport size photos (soft copy)**
- **Educational certificates (most recent)**
- **Reference letter from your college**

If you have questions or concerns, feel free to contact us.

--
Thank you,

Warm Regards,
Pankaja Lakshman
HR Manager
9901089798
AmberTAG Analytics Private Limited

Dayananda Sagar University

Mrs. Asha MP <asha.mp@dsu.edu.in>

Fwd: Siddeshwar CMS20MBA102 Offer confirmation from Ambertag Analytics

alok chakravarty <alok_chakravarty@dsu.edu.in> Tue, May 17, 2022 at 8:39 AM
To: "Mrs. Asha MP" <asha.mp@dsu.edu.in>

---------- Forwarded message ---------
From: **Siddeshwar** <siddeshwar59@gmail.com>
Date: Sat, May 14, 2022, 1:17 PM
Subject: Siddeshwar CMS20MBA102 Offer confirmation from Ambertag Analytics
To: <darpana@dsu.edu.in>
Cc: <alok_chakravarty@dsu.edu.in>

Dear Siddeshwar,

We are pleased to announce that we've decided to offer you the position of **Data Analyst (Grade- C1)** at AmberTAG Analytics Pvt. Ltd. This email will serve as your formal offer followed by an Appointment letter on your joining day.

Your position title will be **Data Analyst** and in this capacity, you will report to **Dr. Amarnath KN**. You are expected to start in this position on **01st June 2022.**

The CTC for this position will be **INR. 25,000/-** (INR Twenty-Five Thousand only) per month, which equates to an annual total of **INR. 3,00,000/-** (INR Three Lakh Only).

This position is considered full-time, which means you will be expected to provide quality service with 40 hours of work per week. Our standard business hours are 9:30 AM to 6:00 PM, Monday to Friday.

Additionally, please go through the HR Data Form linked and **make any necessary changes if required** for our HR records and HR operations:

Attach a SOFT COPY of all personal documents listed below, via email:
Please also fill in the Self Attested Declaration form as well linked here. Once filled we will send it back to you for a signature via Adobe Sign.

- **Passport (soft copy) OR Birth Certificate (soft copy)**
- **Voter ID Card (Soft Copy)**
- **Bank details (for crediting salary)**
- **Passport size photos (soft copy)**
- **Educational certificates (most recent)**
- **Reference letter from your college**

If you have questions or concerns, feel free to contact us.

--
Thank you,

Warm Regards,
Pankaja Lakshman
HR Manager
9901089798
AmberTAG Analytics Private Limited

Aptech®
Unleash your potential

Name: C S Monisha
Designation: Trainee Manager **Grade: A2**
Location: Bangalore **w.e.f. TBD**

COST TO COMPANY STATEMENT

PARTICULARS	P.M. (Rs.)	P.A. (Rs.)	REMARKS
1.1 Basic	16,667	2,00,004	*40% of CTC*
1.2 House Rent Allowance	8,334	1,00,008	*40% of Basic Salary*
1.3 Education Allowance	200	2,400	*As per current IT rules*
1.4 Food Coupons	1,500	18,000	*As per current IT rules*
1.5 Advance Bonus	1,388	16,656	*8.33% of Basic*
1.6 Special Allowance	10,129	1,21,548	
SUB TOTAL - I	**38,218**	**4,58,616**	
2.1 Mediclaim of Rs. 2,00,000 for Self + 3	846	10,152	*Coverage includes Self, Spouse, 2 dependent children/ dependent parents/ dependent parents-in-law*
SUB TOTAL - II	**846**	**10,152**	
3.1 Company's Contribution to Provident Fund	1,801	21,612	
3.2 Gratuity	802	9,624	*As per Gratuity Norms.*
SUB TOTAL - III	**2,603**	**31,236**	
GRAND TOTAL (I + II + III)	**41,667**	**5,00,004**	*Total Annual Cost to Company*

NOTE:

- ***Mediclaim premium is directly paid by the company.***
- ***You will also be coverd under the GroupTerm Life Insurance as applicable to you from time to time.***

Aptech®
Unleash your potential

Name: Praneetha J Bekal
Designation: Trainee Manager **Grade: A2**
Location: Bangalore **w.e.f. TBD**

COST TO COMPANY STATEMENT

PARTICULARS	P.M. (Rs.)	P.A. (Rs.)	REMARKS
1.1 Basic	16,667	2,00,004	*40% of CTC*
1.2 House Rent Allowance	8,334	1,00,008	*40% of Basic Salary*
1.3 Education Allowance	200	2,400	*As per current IT rules*
1.4 Food Coupons	1,500	18,000	*As per current IT rules*
1.5 Advance Bonus	1,388	16,656	*8.33% of Basic*
1.6 Special Allowance	10,129	1,21,548	
SUB TOTAL - I	**38,218**	**4,58,616**	
2.1 Mediclaim of Rs. 2,00,000 for Self + 3	846	10,152	*Coverage includes Self, Spouse, 2 dependent children/ dependent parents/ dependent parents-in-law*
SUB TOTAL - II	**846**	**10,152**	
3.1 Company's Contribution to Provident Fund	1,801	21,612	
3.2 Gratuity	802	9,624	*As per Gratuity Norms.*
SUB TOTAL - III	**2,603**	**31,236**	
GRAND TOTAL (I + II + III)	**41,667**	**5,00,004**	*Total Annual Cost to Company*

NOTE:

- ***Mediclaim premium is directly paid by the company.***
- ***You will also be coverd under the GroupTerm Life Insurance as applicable to you from time to time.***

Aptech®
Unleash your potential

Name: Ravi Kiran
Designation: Trainee Manager **Grade: A2**
Location: Bangalore **w.e.f. TBD**

COST TO COMPANY STATEMENT

PARTICULARS	P.M. (Rs.)	P.A. (Rs.)	REMARKS
1.1 Basic	16,667	2,00,004	*40% of CTC*
1.2 House Rent Allowance	8,334	1,00,008	*40% of Basic Salary*
1.3 Education Allowance	200	2,400	*As per current IT rules*
1.4 Food Coupons	1,500	18,000	*As per current IT rules*
1.5 Advance Bonus	1,388	16,656	*8.33% of Basic*
1.6 Special Allowance	10,129	1,21,548	
SUB TOTAL - I	**38,218**	**4,58,616**	
2.1 Mediclaim of Rs. 2,00,000 for Self + 3	846	10,152	*Coverage includes Self, Spouse, 2 dependent children/ dependent parents/ dependent parents-in-law*
SUB TOTAL - II	**846**	**10,152**	
3.1 Company's Contribution to Provident Fund	1,801	21,612	
3.2 Gratuity	802	9,624	*As per Gratuity Norms.*
SUB TOTAL - III	**2,603**	**31,236**	
GRAND TOTAL (I + II + III)	**41,667**	**5,00,004**	*Total Annual Cost to Company*

NOTE:

- ***Mediclaim premium is directly paid by the company.***
- ***You will also be coverd under the GroupTerm Life Insurance as applicable to you from time to time.***

Date: - February 17th, 2022

Ms. Chole Mahitha,
9740735145

Dear Chole Mahitha,

We are delighted & excited to welcome you to BYJU'S as a Marketing Executive. At BYJU'S, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the DSSL Campaign – Curriculum Sequencing and wish you the most enjoyable, learning packed and truly meaningful employment experience.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Durga Surya Teja Pendyala
Senior Marketing Manager

Annexure A

You shall be governed by the following terms and conditions of service during your employment with BYJU'S, and those may be amended from time to time.

1. You are being hired as a **Marketing Executive** and you would be responsible for on-boarding schools and conducting DSSL Season 4-Curriculum sequencing in various schools across Bangalore.

2. Your date of joining is 21st February 2022 and the duration this time you are expected to devote your time and efforts solely to DSSL Campaign. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. All the work that you will produce at or in relation to BYJU'S will be the intellectual property of BYJU'S. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

4. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. BYJU'S operates on **zero tolerance** principle with regard to any breach of data security guidelines.

5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college if pursuing degree). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

6. Under normal circumstances either the company or you may terminate this association by providing a notice of 48 hours without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

8. BYJU's as a Company love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

9. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

10. Have fun at what you do and do the right thing – both the principles are core of what BYJU'S stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

11. You will be provided INR 4,00,000/- LPA. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

I have agreed, read and understood all the terms and conditions of this Offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: Place:

Signature: Name:

Date: - February 17th, 2022

Ms. Shwetha V,
7019734212

Dear Shwetha V,

We are delighted & excited to welcome you to BYJU'S as a Marketing Executive. At BYJU'S, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the DSSL Campaign – Curriculum Sequencing and wish you the most enjoyable, learning packed and truly meaningful employment experience.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Durga Surya Teja Pendyala
Senior Marketing Manager

Annexure A

You shall be governed by the following terms and conditions of service during your employment with BYJU'S, and those may be amended from time to time.

1. You are being hired as a **Marketing Executive** and you would be responsible for on-boarding schools and conducting DSSL Season 4-Curriculum sequencing in various schools across Bangalore.

2. Your date of joining is 21st February 2022 and the duration this time you are expected to devote your time and efforts solely to DSSL Campaign. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. All the work that you will produce at or in relation to BYJU'S will be the intellectual property of BYJU'S. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

4. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. BYJU'S operates on **zero tolerance** principle with regard to any breach of data security guidelines.

5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college if pursuing degree). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

6. Under normal circumstances either the company or you may terminate this association by providing a notice of 48 hours without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

8. BYJU's as a Company love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

9. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

10. Have fun at what you do and do the right thing – both the principles are core of what BYJU'S stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

11. You will be provided INR 4,00,000/- LPA. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

I have agreed, read and understood all the terms and conditions of this Offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: Place:

Signature: Name:

Letter of Offer

14th April 2022

Pooja C N
Bangalore

RE: Letter of offer of employment

Dear Ms. Pooja,

This refers to your application for employment with CareerNet Technologies Pvt. Ltd. and your subsequent interview for the same. We are pleased to offer you an employment with CareerNet Technologies Pvt. Ltd.as a **Associate Consultant L1** at our **Bangalore** office.

Joining Date and Salary
You are required to report to duty on **15th April 2022.** Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **Rs.3,00,000**. The break-up of your salary is given in Annexure1.

Training & Probation Period, Confirmation
You shall serve a probationary period of 3 months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

Place of work and mobility
You shall be currently based in Bangalore but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights
As a condition of your employment, you will be required to sign the Company's standard form of employee nondisclosure and intellectual property assignment agreement at the time of your joining.

The company retains ownership of the intellectual property rights relating to copyrights concerning work undertaken while in the employment of the company.

Termination & Notice period

Termination by the company

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause' shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2)

conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of 7 days or more consecutive days without due consent or notifying your superior officer; (7) providing any false information to the company;

Without Cause: In the event that the employment is terminated without Cause, the Employee will be provided with a 60 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 60 days, calculated on the basis of the last gross salary.

Resignation by Employee:

If you wish to leave the services of the Company, a clear written notice of 60 days has to be given to the Company. This clause will be applicable only after successful completion of probation. During probation period prior notice of 15 days is required. In case you resign within three months of your joining, training cost incurred by the organization to an extent of Rs. 15000 would be recovered from you

In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire part of the notice period.

Background Check

The company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

Company Properties in your possession

You are expected to take proper care of company properties entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

Change of Address

Any change of residential address should be intimated to the HR department in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless otherwise

intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

Annual Leave
After successful completion of your probation period, you shall be entitled to Annual leave accordingly to Company rules. The company's holiday year runs from the first day of January to the last day of December in the calendar year. Further details could be taken after your joining the organization.

Employees with less than 1 year's service receive a proportional amount of annual leave entitlement.

Professional Commitment:
All employees are required to comply with Company policies, which shall be communicated to you shortly. These include those related to nondiscrimination, sexual harassment, confidentiality and non-disclosure, board memberships and inside information. Such Company policies shall be available with the HR Department and you are expected to keep yourself apprised of the same from time to time.

Rules & Regulations
Your work in the company will be subject to the policies, rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, employment and all other matters. In addition to the above, all other policies, rules and regulations as maybe in operation at the time of your accepting the appointment with the company as maybe amended or altered from time to time at the discretion of the Company will apply to you.

Alternative Employment:
Please note that you are restricted from accepting any other employment or carry on any other commercial activity while engaged by us, without our prior specific \written approval.

In addition you agree that, while employed with the Company, you shall not perform work or provide services similar to those provided by you to the Company (including as employee. independent contractor, consultant. principal, agent. director, joint venture, partner, trustee, beneficiary), directly or indirectly, for any person or entity that competes with the business of the Company.

Further, you shall not either directly or indirectly engage with any of the suppliers, service providers of the Company or earn any separate profit or interest from them. You are also prohibited to receive any kind of benefit in cash or kind directly or indirectly from any of the vendors/service providers.

Post Employment:
You will not, for the period of your employment with the company and the Restraint period (i.e., the period of 12 months from the date of the cessation of employment with the company):

a) Canvass, solicit or endeavor to entice away from the company any client or customer(s) of the company, or any person (s), who at any time during your

employment, where or are clients or customers of the company, or were in the habit of dealing with the company;

b) Solicit, interfere with, or endeavor to entice away any employee of the company; or
c) Counsel, or otherwise assist any person to do any of the acts referred to in Paragraphs (a) and (b) of this clause.
d) Seek direct or indirect employment with any client organization with whom you have worked during a period of 12 months preceding your cessation of employment. You will sign a declaration, with mention of all such clients, at the time of leaving the organization.

Representations & Warranties:

By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You acknowledge that the restraints contained herein are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the restraints herein.

You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. This offer is contingent upon the satisfactory completion of background investigations including employment history and personal references.

Acceptance
Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We look forward to your joining CareerNet Technologies Pvt. Ltd. for a long and successful association.

Regards,

Kavitha S.
Vice President- HR

I hereby agree to and accept the terms of employment offer and shall report for duty on the 15 April 2022

Signature:

Pooja C N
Date:14/04/2022

`

Annexure 1

Name: Pooja C N

Salary Components	Monthly	Yearly
Basic (A)	15,100	1,81,200
HRA	3,811	45,733
Gross Salary (B)	**18,911**	**2,26,933**
Statutory Bonus **(C)**	1,248	14,980
ESI - Employer	615	7,375
Gratuity	726	8,712
Total Retirement Benefits & Employee Benefits (F)	1,341	16,087
Cost To Company (CTC) (B+C+F)	**21,500**	**2,58,000**
Cafeteria	1,500	18,000
Employee Welfare (including Personal Accident Insurance & Group Medical Insurance)	2,000	24,000
Total Benefits (H)	3,500	42,000
Total Cost To Company (TCTC) (B+C+F+H)	25,000	3,00,000
ESI - Employee	142	1,702
PT	200	2,400
Total Deferred Benefits / Deductions (G)*	**342**	**4,102**
Net Salary (B- G)	**18,569**	**2,22,831**
Income Tax Applicable As per Government Regulations		

*Your Gross Salary will be reduced by this amount.

- Statutory bonus is as per bonus act..
- Employee welfare is the amount which company spends on employee recreation and welfare.
- Please note You will be eligible for bi-annual appraisals. You will be considered for your first hike in the nearest appraisal cycle provided you have completed more than 3 months stay in the organization. Please note, hike will be for the prorated period and will be effective from the following month of 6-month completion. In case the stay is less than or equal to 3 months, you will be considered in the subsequent appraisal cycle and the hike effective date will be either 1-Jan or 1-Jul as may be the case and the hike will be for the total period
- Employee will be eligible for Term Life Insurance Self (Rs 7.5 Lacs) and Personal Medical Insurance Self (Rs. 2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- Cafeteria Subsidy is the amount that the company spends on employee's food (Lunch and Snacks)
- CTC- Annual Cost to Company

Deductions

There will be deductions in the salary as per the Government regulations.

Summary of Employment Terms – Manasa D	
Date of Joining	19-May-22
Job Title/Designation	Analyst
Total Cost to Company	INR 524,119
Annual Performance Bonus	You will be eligible for a discretionary bonus in recognition of your efforts, payable in February post closure of the performance appraisal cycle. Eligibility for annual performance-based bonus will be in line with the company's Performance Bonus Plan. The bonus payout is prorated for the number of days worked in the calendar year and is at the sole discretion of management. To receive bonus, an employee must be in continued employment with the company and not under any disciplinary proceedings or notice of termination (under-notice) on the date appointed for the payment of bonus.
Performance Evaluation & Salary Revision	Performance evaluation is conducted once a year in January, for the period of January to December of the previous year. Employees joining on or before 30 September of the performance year is eligible for the performance appraisal cycle. Any salary revision following performance evaluation will be effective 1 April of the subsequent performance year.
Employee Benefits	*Refer Annexure II for details*
Notice Period	The first six months of your employment will be on probation. During this period, your employment may be terminated by either you or the company at any time by giving sixty (60) days' prior written notice. Upon confirmation of your employment, your employment may be terminated by either you or the company at any time by giving ninety (90) days' written notice.
Provident Fund	The company will make statutory contributions to the Central Provident Fund as required by Indian law. Please note that both employee and employer contribution are deducted from the payroll and is deposited with the Provident Fund authority.
Restrictions on Share Trading	You are not allowed to trade in the securities in companies listed in any country covered by company analysts. This rule effectively eliminates the US, UK and several countries in Asia. Details of share trading restrictions are provided in the Compliance Manual.
Annual Leave	Employees are eligible for a maximum of 40 leaves per calendar year. Details are as below: 18 Planned/Paid Leaves 12 Casual/Sick Leaves 10 Public/Preferred Leaves * You will be provided the detailed leave policy and applicable rules at the time of joining the organization.

ACUITY
KNOWLEDGE PARTNERS

Salary Break UP

NAME	**:**	**Manasa D**		
DESIGNATION	**:**	**Analyst**		
DATE OF JOINING	**:**	**19-May-22**		
LOCATION	**:**	**Bangalore**		
FIXED SALARY	**:**		**INR**	**450,000**
ANNUAL PERFORMANCE BONUS	**:**		**INR**	**45,000**

Fixed Salary Components	**MONTHLY**		**YEARLY**	
Basic Salary	INR	18,750	INR	225,000
House Rent Allowance	INR	7,500	INR	90,000
Special Allowance*	INR	9,450	INR	113,400
Provident Fund (Employer Contribution)**	INR	1,800	INR	21,600
FIXED SALARY (Pre Tax)	**INR**	**37,500**	**INR**	**450,000**
ANNUAL PERFORMANCE BONUS* **	**INR**			**45,000**
GRATUITY** **	**INR**			**10,817**

EMPLOYEE BENEFITS*** **		
Medical Insurance Premium	INR	14,777
Term Life Insurance Premium	INR	3,417
Accident Insurance Premium	INR	108
EMPLOYEE BENEFITS	**INR**	**18,302**

TOTAL COST TO COMPANY (Fixed Salary + Annual Performance Bonus + Gratuity + Employee Benefits)	**INR**	**524,119**

*Please refer to the Annexure I for details on Special Allowance

**PF shown above is at minimum contribution i.e. INR 1,800. It can be increased to up to 12% of your basic pay, however there will be no change in the CTC. This is a one-time option available to opt for a mandatory minimum (INR 1,800) or 12% of Basic Pay. Please note that both employee and employer contribution is deducted from the payroll and is deposited with the Provident Fund authority.

***Annual Performance Bonus payout is prorated for the number of days worked in the calendar year and is at the sole discretion of management.

****Gratuity as per prevailing laws.

***** Employee Benefits Premium mentioned in the total CTC is paid by the company. Please refer to the Annexure II for details on employee benefits.

Annexure I

Special Allowance (Flexi Components)

At Acuity Knowledge Centre (India) Private Ltd. we are committed to providing market competitive pay benefits to our employees. We strive to provide you with a wide menu of tax saving elements which constitute your special allowance.

Options	Monthly	Yearly
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Telephone Reimbursement	Fixed at INR 2000	Fixed at INR 24000
LTA	Fixed at INR 3000 or 5% of Basic	Fixed at INR 36000 or 5% of Basic
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Uniform Allowance	Fixed at INR 2000	Fixed at INR 24000

You will be eligible for total special allowance as per the CTC letter. Employees get the flexibility to choose any / all of the above mentioned elements to create a tax efficient salary structure as per their need. Tax benefits on the above mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

Annexure II

BENEFITS at a glance

Leaves	The company offers its employees an inclusive leave policy, which is one of the best in the industry. Our Annual Leave Policy allows employees to take a total of 40 leaves in a year, including 18 paid leaves, 12 casual leaves and 10 preferred holidays in a year.
i) Maternity Leaves	Female employees are eligible for 26 weeks of maternity leaves as per law.
ii) Paternity Leaves	Male employees are eligible for paternity leaves of 5 working days.
iii) Bereavement Leaves	Employees are eligible for Bereavement/Compassionate leave for 3 working days in the event of the death of an immediate family member.
Group Medical Insurance	The company cares for its employees as well as their family. We have a comprehensive Group Medical Coverage for all employees to meet expenses that arise due to hospitalisation. Employees and their immediate family (spouse, two dependent children of 25 years of age) are provided with a floater sum insured of INR 3 Lacs (the sum insured is dependent on the on the designation of the employee). This medical coverage provides the employee/spouse with a maternity benefit of INR 50,000.
Group Term Life Insurance	The company values the zeal and dedication with which its employees contribute towards the success of this organization. Accordingly, health and wellness of our employees and their family have always been an integral part of our benefits strategy. All company employees are entitled to a life insurance benefit with a sum insured of three times their fixed salary depending on the designation of the employee.
Parental Insurance	All company employees are eligible to avail the self-funded parental insurance cover of INR 200,000 for their parents/parent– in –laws at highly competitive prices. The company has negotiated best price for the benefit of its staff members.
Accidental Death Insurance	All company employees are offered an Accidental Death Insurance cover. As per this benefit, in case of an accidental death of an employee, the immediate family members are entitled to get 2 times of the fixed annual salary of the deceased employee.
National Pension Scheme (NPS)	The company gives various options to employees to structure their salary and save taxes. Salary can be made more tax-efficient by enrolling for National Pension Scheme. It is a voluntary benefit wherein employees can opt and get tax benefit as applicable under law.

Dear Tejas Satish Kodiya,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Tejas Satish Kodiya

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Tejas Satish Kodiya
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.htmlCIN:
U72200WB2010PTC142115

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policyAs
Mobile Phone Connection	per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-ratabased on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the MBA Fresher (or equivalent) pay grade of PwC SDC subject to successful completionof the MBA (or equivalent) examinations and submission of the necessary mark-sheets /certificates within 6 months from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay gradeof PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to youby or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in thisagreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is 21/11/1991 / 1999 will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of six months from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you mayterminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility andyou will be expected to complete your assigned duties as a professional within the required time frame. Depending onbusiness circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusiveproperty of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Companyand/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest orclose out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requestedby the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financialrelationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will berequired to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information
requested by the Company to verify your declaration. After commencing employment with the Company, if itis later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further, you must abide/comply withCompany's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may includetransferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as longas may be necessary given the purposes for which it was collected. If you have any questions or concerns about howthe Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients.To achieve this, the Company has an effective set of risk management policies, processes and procedures. All teammembers are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes whenundertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading.Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notesand plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only asnecessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediatelynotified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoingobligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce theCode of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code ofconduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased orlicensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institutewithin two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in theevent you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that suchstaff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen forsuch training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fullyentitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it isclarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall beyour personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leasedassets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall bethe two months or as specified in the HC Policy of Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so inwriting, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the servicesof the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company orcorporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity withwhich such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect tothe spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen)days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to FirstInformation Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on thenature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card)either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities onme.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into theCompany and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty maylead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopersLLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service DeliveryCenter (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Tejas Satish Kodiya

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("PwC SDC"), which were duly accepted by me and constitute my offer letter with PwC SDC ("Offer Letter").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Tejas Satish Kodiya

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/121220241/2022-23 12.10.2022

SELECTION CUM OFFER LETTER

To
Shri.Pavan B,
No.24, RP Circle,
Handpost, HD Kote,
Mysore- 571114.

Dear Pavan B,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager II (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as **'Trainee Relationship Manager II'**.

Before joining the Bank, you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme, you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining, you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.21,000/-**per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.4,60,200/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD
Encl.: Annexure to the offer (as applicable to you).

CITY UNION BANK LTD. HRMD Central Office

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; **Email:** placement@cityunionbank.in

Annexure-I to your Offer of Employment [**HRMD/OFF-LTR/121220241/2022-23**] **as Relationship Manager II Cadre**

Presented here are the terms and conditions that refer to our offer of employment to you.

01. Pre-Induction Programme and On the Job Training

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you.

While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Trainee Relationship Manager II** and you will be required to undergo on the job training for a period of six months. On successful completion of the on the job training, to the satisfaction of the Bank, you will be placed on probation for a period of One year.
You are bound by the service conditions as applicable to the said cadre of the Bank.

Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents (Para 2)

Upon receiving your appointment order and joining your place of posting, you will be required to place a fixed deposit in your name for Rs.50,000/- as security deposit towards cost of training for a period of 2 years and discharge the same to the Bank. The deposit will be returned to you on successfully being confirmed as a permanent employee in the Bank. In case you are unable to place a fixed deposit, on account of any genuine reason, you may submit your educational original certificates as security in our custody. It shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.50,000/- in your name and discharging the same to the Bank.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note all confirmations in the bank can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to satisfactory performance during the probation period to the satisfaction of the Bank.

03. Leave:

The bank provides its employees with different types of leave during different stages of your career as per the leave policy applicable in force at the time.

Leave During Training Period

Taking into consideration the importance of the On the Job training in shaping the future career of an employee, you will not be permitted to take any leave during the On the Job training period. However, in case of any genuine emergency situations, you will be permitted to take leave under Loss of Pay, with the training period being suitably extended to compensate the period of your absence.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 15 days and Sick leave of 15 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of training/probationary period will rest with the Management only.

04. Mobility:

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

05. Increments & Promotions:

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

06. Group Health Insurance Scheme

Upon entering into Probation period, you will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

07. Notice Period:

During Training/Probation (Before Confirmation)

If you choose to leave the bank at anytime during or after completion of Preliminary Induction Programme or if you choose to discontinue your services with the Bank for any reason before your confirmation, you will be required to give the Bank one month clear notice or one month Gross salary which will be subject to the bank's sole discretion). In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

After Confirmation

If you choose to discontinue your services with the Bank for any reason after your confirmation, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion.

NB: In case of resignations, both before and after confirmation, the resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan availed or any other loan is availed at concessional rate of interest, should also be repaid with Interest (as applicable to general public) from the date of availment before getting relieved from the bank.



Termination without Notice

During the training/probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment/or revert you to a junior level at any time during the training/probation period or extended period of training/probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

08. Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.

- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at

some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

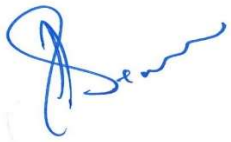
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 18.10.2022, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure.

Signature

Name: _____ Date: _____

Place:_____



Annexure-II to your Offer of Employment [HRMD/OFF-LTR/121220241/2022-23] as Relationship Manager II

Compensation during Training period

COMPENSATION DETAILS			
Name	**Shri.Pavan B**		
Designation	**Trainee Relationship Manager II**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic		6,000/-	72,000/-
HRA		4,000/-	48,000/-
Other Allowances		11,000/-	1,32,000/-
Gross		**21,000/-**	**2,52,000/-**
MGMT Contribution to PF		600/-	7,200/-
CTC		**21,600/-**	**2,59,200/-**

Compensation during Probation period

COMPENSATION DETAILS			
Name	**Shri. Pavan B**		
Designation	**Probationary Relationship Manager II**		
CTC COMPONENTS (All figures in Rs.)			
Component		**Per Month**	**Per Year**
Basic Pay		14,000/-	1,68,000/-
Fixed DA[1]		1,700/-	20,400/-
Basket of Allowances[2]		12,102/-	1,45,224/-
Gross Pay		**27,802/-**	**3,33,624/-**
PF – Management Contribution		1,570/-	18,840/-
Pension - Management Contribution[3]		628/-	7,536/-
Fixed CTC		**30,000/-**	**3,60,000/-**
PLP (Max of 20% on Basic Pay)[4]		2,800/-	33,600/-
Bonus/Ex-gratia (Maximum)[5]		5,550/-	66,600/-
Variable CTC		**8,350/-**	**1,00,200/-**
Total CTC		**38,350/-**	**4,60,200/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. **Basket of Allowances:**-All-inclusive of Sales & Operations allowance, HRA, Medical Reimbursement & any other allowances.

3. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



Scientific assistant Agreement

This scientific assistant Agreement, dated 5 January 2023, is between

Anirudh (India), MBA degree of Dayananda Sagar University specializing in IT.

referred in this
Agreement as “Assistant”

and

ITPS AG, Switzerland

referred in this
Agreement as “Company”.

The Assistant and Company agree as follows:

§1 Service Provided

The Assistant will provide to the company IT related work:

- Support testing the itps Plugin & software (quality management)
- Support the project management coordination team
- Support command center team incl. customer support in 24/7 operation

The Assistant furnishes their activity completely remotely from home location.

§2 Commencement Date

The Assistant will begin his work on 9th January 2023 (the “Starting Date”).

§3 Compensation

As compensation for the services provided by Assistant under this Agreement, the Company will pay 800€ monthly. Planed are 8 hours/day. Depending on success of work a bonus could be paid with last salary of a year.

§4 Cancellation, contract duration and other agreements

The assistant works on his own account and responsibility. Company has no responsibility concerning social insurances (unemployment, pensions, health insurance). The contract has a duration of 2 years and is not automatically renewed. Termination is possible on both sides without giving reasons with a notice period of 3 months to the end of the month. Based on the fix compensation the assistant has 25 paid days (holiday) per year plus the public holidays of Switzerland/Thurgau.

§5 Sharing of Work

The Assistant will be part of the itps team CH.

§6 Confidential Information

Assistant agrees that any information received during any activities under this agreement, which concerns the personal, financial, or other affairs of company, will be treated by him in full confidence and will not be revealed to any other persons, firms, or organizations. A violation by Assistant of this paragraph shall be a material violation of this agreement and will justify legal and/or equitable relief.

§7 Confidentiality After Termination of Employment

The confidentiality provisions of this agreement shall remain in full force and effect for 1 year period after the expiration or termination as the case may be of this Agreement.

§8 Title and Ownership

Assistant understands and agrees that title to all items prepared and produced by Assistant for Company under this Agreement shall be solely the property of Company, and Assistant shall have no right or interest therein. Further, all materials of whatever kind are works made for hire under Switzerland Law; all rights for publication will be held by Company and the copyright will be owned by Company. Without limiting the generality of the foregoing, Company shall own all rights in and to all items prepared and any programs, products, and files that result or are derived therefrom.

§9 Early Termination

The contract may be terminated by either party for serious reasons at any time (for example, breach of the concluded contract, failure to provide the agreed services, failure to reach agreement on the activities to be performed - this list does not claim to be exhaustive).

§10 Non-Solicitation

N/A

§11 Governing Law

This Agreement will be governed by the laws of Switzerland.

§12 Severability

Assistant and Company both acknowledge that this Agreement is reasonable, valid and enforceable. However, if any provisions of this Agreement are held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. Further, both parties intend that any provision a court finds invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision will be deemed written, interpreted and enforced as so limited.

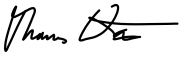
§13 Entire Agreement

This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter of this Agreement. No modification, alteration, waiver, or change in any of the terms of this Agreement shall be valid or binding upon the parties hereto unless expressed in writing signed by both parties. This Agreement shall be deemed to be fully understood, satisfactory, and in effect when signed by all parties indicated below



09-01-2023
DSU Innovation Campus

Address, Date, Signed by assistant



19.01.2023, Frauenfeld, itps ag

by company

DDB mudra group

Ref. No. ADMN:PD:177629:22
MS. TANIYA MEURAL MATHIAS
Gods Gift
Near church Shantipura
Padubelle post via shirva
Udupi-574116

Appointment Letter 24/01/2022

Dear **Taniya**,

Congratulations!

We **DDB MUDRA MAX PRIVATE LIMITED** are pleased to appoint you as **EXECUTIVE**. Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **24/04/2022** at **Bangalore**, this employment agreement shall stand terminated. In case you request with advance intimation for any extension beyond **24/04/2022** to join, it shall be sole discretion of the company to accept your request if at all.

The terms and conditions that follow the said appointment are:

1. **Basic Salary:** Subject to income tax and other statutory deductions, you will be paid a basic salary of Rs.**15000**/- (**Rupees Fifteen Thousand Only**) per month. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
2. **Allowances:** Your House Rent Allowance and special allowance will be as given in the annexure.
3. **Other Benefits:**
   a. Retirement Benefit - You will be eligible to become a member of our Provident Fund Scheme (Company's contribution being 12% of your basic salary) from the date of your joining.
   b. You shall declare your Nominee(s) in prescribed format for any/all benefits to which you are or shall become eligible from time to time as per the policies of the Company. Failure to declare your Nominee(s) in the prescribed format may result into complying with procedures by your legal heirs as may be prescribed under the competent law(s).
4. **Taxation:** Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
5. **Probation Period:** You will be on probation for a period of three months from the date of joining. After the expiry of your probationary period, depending upon your performance either your services will be confirmed in writing or extended for further period of three months at the sole discretion of the Management. In case after the expiry of your extended probation your services are not confirmed in writing by the management, your services shall automatically stand terminated. During your probationary period your services are liable to be terminated by giving 15 days of notice or salary in lieu thereof. Similarly, in case you want to resign from the services of the organization you will be required to give 60 days of notice or salary in lieu of notice period.

DDB mudra group

6. **Notice Period:** On confirmation, your services are liable to be terminated by giving 30 days of notice or salary in lieu thereof as the company may determine. Similarly, in case you want to resign from the services of the organization after confirmation, you will be required to give a written notice of not less than 90 days. Salary in lieu of your notice period if proposed to be paid by you, shall be at the sole discretion of the Company. The decision of the Company shall be final and binding upon you.

   In the event of any person committing any criminal offence or indulging in activities which amount to moral turpitude or against the interest of the company, he / she shall be liable to be dismissed forthright after getting an opportunity to being heard, without any further notice.
7. You shall devote your full time to the duties assigned by the Company, and shall not engage yourself for any other person, firm or company in any capacity during your employment with the Company.
8. **Relocation and Transfer:** Your services are liable to be transferred at any time to any other unit, department, section or any other office or loaned to any other concern with which the Company may make any agreement or arrangement. Additionally, your services are liable to be transferred anywhere in India, to any of the SBUs, to any of the agencies under the DDB Mudra Group.

   Upon transfer you will be under the administrative control of the respective SBU/ Agency that you are transferred to. Such transfer will not be considered as change in service conditions and will not make you entitled to any change in emoluments.
9. Your appointment will be subject to verification of your credential, certificates and proof of age. This offer is being made to you on the understanding that the facts furnished by you about your age, qualification, experience, are true and correct. In case it is found in future that you had given wrong information or tried to hide certain facts from the company, your services will be liable for immediate termination without assigning any reason.
10. You shall diligently and faithfully carry out the instructions given to you by your superiors in connection with the business and to the best of your power, skill and ability to improve the business of the Company. You shall not indulge in activities detrimental to the interest of the Company.
11. **Confidential Information:** You shall not disclose, divulge or make public while you are with the Company or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your appointment with the Company.

    (Please ensure that you sign the confidentiality agreement before joining on duty.)
12. You shall communicate to the Company any change in your address as well as personal status. All communication sent to you in normal course to the address given by you shall be deemed to have been received by you.
13. You will have to submit your appointment letter and the last drawn salary slip from your previous company at the time of joining.
14. **Return of Property:** On termination of your appointment, you will return to the Company:
    i. All the properties of the Company in your possession, including correspondence
    ii. Deliver to the Company or as may be directed, all Confidential Information; and

DDB mudra group

iii. Return to the Company all equipment, security keys, ID badge and other property belonging to the Company

15. If the participant resigns during the course ,He / She will have to bear 100 % cost of the course.

If the participant resigns within 12 months of completion of the course :

i. On or before 6 months: 100 % reimbursement of the cost incurred.
ii. Between 6 to 9 months : 75 % reimbursement of the cost incurred.
iii. Between 9 to 12 months : 50 % reimbursement of the cost incurred.

16. On leaving the company, you shall for 6 months, thereafter, refrain from pitching for the business that you were directly involved with and shall neither serve nor deal with any of the companies in any manner, whatsoever. You also agree and undertake not to enter into any deal or contract or accept any assignment or act as an advisor or associate yourself directly or indirectly in any manner with any of the clients you were associated with during your tenure of service. You shall also not use, engage, employ or entice any of the employees, Trainees or consultants of the company, in any capacity either as employee or as principal agent or as freelancers/consultants/retainers. In the event of you being unable to meet the said requirement, DDB Mudra Group may be forced to take legal course.

17. **Non-Solicitation of Clients and Employees; Non-compete:** You agree that you will not at any time during your employment with the Company and the "Restraint Period" {i.e., the period of 6 months from the date of termination of your employment with the Company howsoever caused (Company or Person intimated and whether with or without cause or in breach of the Employment Agreement)}:

i. Either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or customers of the Company, or were in the habit of dealing with the Company.

ii. Either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavor to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employment or was an employee of the Company at any time during 12 months prior to the termination of your employment.

iii. Counsel, or otherwise assist any person to do any of the acts referred to in paragraphs i and ii of this clause.

You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and/or third party outsourced and/or insourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in direct or indirect competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the termination of employment with the Company. You agree that the restrictions set out above are reasonable and valid and all defenses to be strict enforcement of this agreement by the Company are waived by you.

DDB mudra group

18. **Intellectual Property:** You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, technique, processes, methods, systems, designs, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

19. **Copyright:** You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

20. **New Inventions:** You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively 'Inventions') that you solely or jointly may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant and you hereby grant transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive and quitclaim to the Company any and all claims of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.

21. As per company policy the defined retirement age is 60, upon which age you will be retiring from the services of the company.
22. You will have to abide by the terms of the appointment and will be subject to the rules & regulations of DDB Mudra Group, a part of the Omnicom/DDB Worldwide Group, the undertaking for non-disclosure and Company's code of conduct as are in force at present or as may be introduced or amended or extended or rescinded from time to time.
23. Other than the above said terms and conditions, your employment terms will be governed by the rules and regulations laid down through various policies that are framed/modified or may be revised from time to time.
24. In case of any dispute, the same shall fall within the jurisdiction of Mumbai only.

UNDERTAKING FOR NON DISCLOSURE

I **MS. TANIYA MEURAL MATHIAS** hereby agree, accept, acknowledge, undertake and declare that:

a. During the course of my engagement with the Company, I shall receive/have access to certain Confidential Information related to Company, its Clients and affiliates/associates.
b. That such Confidential Information is of considerable value and significance to the Company.

DDB mudra group

c. 'CONFIDENTIAL INFORMATION' shall mean all nonpublic Confidential Information of the Company/Client or any related information which is accessible by or it shall mean all non-public Confidential Information of the Company/Client which is accessible by or is available to me directly or indirectly, whether in writing, oral, graphic, visual or any other tangible, intangible or electronic form including, without limitations any and all other Confidential Information relating to Company and/or its Clients(whether past, present or future), financial data, financial results, and projections, costs and prices, details of suppliers, retainers, employees and consultants etc. (past ,present, perspective), technologies, technical and business strategies, business and marketing plans, marketing and sales techniques, pricing and other strategies, prototypes, samples, material, equipment, marketing data and other related Confidential Information, product registration dossiers, manufacturing technologies, any kind of validation data, product character ship, data for various products, development schedules, product positioning trade secrets, or know how, customer Confidential Information and intellectual copy rights or any such other Confidential Information not generally known to third parties or general public at large received from the Company and is reasonably expected to treat as confidential.

d. I shall use the Confidential Information only for the purpose and in furtherance/with connection of the business of the Company.

e. I shall restrict access of the Confidential Information to the minimum number of employees/persons/parties necessary and shall use at least the reasonable standard of care to preserve and safeguard the confidential nature of Confidential Information disclosed by the Company as is used with its own Confidential Information of a similar kind.

f. That any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss damage and injury to the Company and its reputation and hence undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company.

g. Upon my resignation/termination from the Company, shall not disclose or otherwise communicate in any manner any of the Confidential Information to any person/party/entity, other than to whom such disclosure has been authorized in writing by the Company.

h. That the Company shall be entitled to seek equitable relief of any kind including but not limited to injuctive reliefs against me in case of any violation of this Undertaking.

i. On leaving the company, I will, for 6 months, thereafter, I expressly undertake to refrain from pitching for the business that I was directly involved with and shall neither serve nor deal with any of the companies in any manner, whatsoever. I also unconditionally agree and undertake not to enter into any deal or contract or accept any assignment or act as an advisor or associate myself directly or indirectly in any manner with any of the clients I was associated with during your tenure of my service. I expressly undertake not to use, engage, employ or entice any of the employees, trainees or consultants of the company, in any capacity either as employee or as principal agent or as freelancers/consultants/retainers. In the event of me being unable to comply with the said requirements, DDB Mudra Group shall at its sole discretion be at liberty to initiate appropriate legal proceedings including civil and criminal against me.

DDB mudra group

j. I expressly agree and undertake that all confidential information is and shall always remain the exclusive and absolute property of the company including but not limited to any released or unreleased work created by me or through me in part or full in any manner for its clients or for internal purpose. I further agree and undertake that none of the work created by me or through me in part or full in any manner including but not limited to any released or unreleased work at whatever stage and condition, will not be and cannot be published in any manner or uploaded in any manner in any information technology product or printed in any manner by whatever name it may be called, without the express written approval from the Group CEO & Managing Director.

k. You will have to abide by the terms of the appointment and will be subject to the rules & regulations of the Company and code of conduct as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

l. You will inform in writing, to the Management any change of address within week from the change of the same, failing which any communication sent to your last known address shall be deemed to have been served on you.

m. Disputes if any shall be referred to a Sole Arbitrator appointed by the Company in Mumbai. The jurisdiction shall be governed by the Courts at Mumbai.

Nothing contained in the Agreement shall be construed as granting or conferring any rights either as a license or otherwise in the Confidential Information to me.

n. I solemly affirm and state that none of my family members/relatives are acting or causing to act directly or indirectly as vendors to DDB MUDRA MAX PRIVATE LIMITED, or to any of its group companies in any manner whatosoever. Neither are any of my family members/relatives supplying/causing to supply any services, whether directly or indirectly to DDB MUDRA MAX PRIVATE LIMITED, or to any of its group companies, in any manner whatsoever. Only exception to this is the carlease arrangement with the company.

I further represent, warrant and declare that in connection with my employment with DDB MUDRA MAX PRIVATE LIMITED, I have been made aware and I am knowledgeable about all the laws applicable or which may become applicable to DDB MUDRA MAX PRIVATE LIMITED including but not limited to any/all Anti —Bribery Laws (Indian or foreign) which includes United States Foreign Corrupt Practices Act of 1977 and the United Kingdom Bribery Act 2010 (as amended from time to time) and will comply with all such laws and any other law which may become applicable to DDB MUDRA MAX PRIVATE LIMITED during my course of employment with it and/or any of its group companies/affiliates/subsidiaries.

This declaration made by me out of my own free will and as a part of Sarbanes Oxley compliance and all that is stated above is true and correct and i affirm the same to be true.

CODE OF BUSINESS CONDUCT

Introduction

Our reputation for integrity and fair dealing is essential to our continued success

DDB mudra group

While no written policy can replace thoughtful behavior, please read this statement carefully--it is intended to help you focus on areas of ethical risk and provide guidance on key topics.

Applicability

This Code of Business Conduct applies to all directors, officers and employees of Omnicom Group Inc. and its majority-owned subsidiaries (collectively, the "Company").

Compliance with Laws, Rules and Regulations

We comply with all laws of the places where we do business. Omnicom is a global company, subject to many legal systems. Our employees doing business internationally must comply with all applicable laws and regulations and uphold the standards provided in this Code of Business Conduct, regardless of what others may or may not do.

This includes compliance with anticorruption and antibribery laws, including the U.S. Foreign Corrupt Practices Act, the UK Bribery Act of 2010, and any other local anticorruption and antibribery laws wherever we do business. We strictly prohibit directly or indirectly promising, giving or receiving any type of bribe, kickback, payoff or inappropriate advantage (whether in cash or any other form) to any person with the intention of influencing that person to assist us in obtaining or retaining business or any other unfair advantage in the conduct of business for the Company. We are prohibited from using personal funds or doing through a third party intermediary that which we are prohibited from doing directly. If you become aware or any violation of this policy, you are obligated to report it to the Omnicom legal department.

Conflict of Interests; Confidential Information

We need to avoid situations where our personal interests interfere with the Company's interests. We also need to protect confidential information.

No Insider Trading: We do not trade in any securities of any company on the basis of material, non-public information. We do not provide "tips" or confidential information to others who could reasonably be expected to trade in any securities of any company. Confidential information should not be shared with others, even with other employees unless of course they have a reasonable business reason for knowing it. ("Material" information is generally regarded as information that a reasonable investor would think is important in deciding whether to buy, hold or sell a security. In short, it is any information that could reasonably affect the price of the security; "non-public" means information not available to the investing community or the public at large.)

Confidentiality Generally: Our people should maintain the confidentiality of information entrusted to them by the Company or its clients, except when disclosure is authorized or legally mandated. Confidential information includes proprietary information such as plans, forecasts and employee information, as well as any other non-public information that might be of use to competitors or harmful to us or our clients if disclosed. It also includes information that others have entrusted to us on a confidential basis. Our obligations not to disclose confidential information continue even after employment ends.

DDB mudra group

Corporate Opportunities: We owe a duty to advance our employer's legitimate interests. We promptly disclose to our Company and do not personally take investment or other corporate opportunities that become available to us, or family members, as a result of employment, including opportunities arising through Company resources or relationships. The test for this is simple--don't take anything offered to you, including any loan or other financial benefit, on terms

that would not be made available to you if you were not an employee of our company. This does not, of course, prohibit reasonable business entertainment and non-cash gifts meant to create goodwill and sound working relationships consistent with applicable law. We expect each employee to exercise good judgment and discretion in giving or accepting any gift. In no event may any gift cause any other provision of this Code of Business Conduct to be violated, or put you or the Company in a position that may cause embarrassment.

Competition and Fair Dealing: Many of us have signed agreements that subject us to non-competition restrictions, or prohibitions against soliciting customers or employees, any or all of which may apply even after termination of employment. As a matter of policy, we must vigorously enforce these kinds of limitations, whether they arise under employment agreements, stock award agreements, acquisition agreements or otherwise. We also must outperform our competitors through our innovation, execution and hard work, not unethical or illegal business practices. Examples include theft of competitively sensitive information, giving or receiving inappropriate gifts or other improper inducements that are not consistent with customary business practice. We do not take unfair advantage of anyone through manipulation, concealment, misrepresentation of material facts or any other unfair practice.

Discrimination and Harassment

We are an equal opportunity employer and, except in the rare case in which a bona fide occupational qualification applies, do not discriminate against employees or job applicants on the basis of race, religion, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, pregnancy or any similar status or condition.

Furthermore, sexual harassment of any kind or harassment based on any other legally protected characteristic is expressly prohibited. We define sexual harassment as unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.

Submission to such conduct is explicitly or implicitly made a condition of an individual’s employment or advancement;

The response to such conduct is used as a basis for employment decisions; or

The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Health and Safety

We strive to provide a safe and healthy work environment by following safety and health rules and practices and promptly reporting accidents, injuries and unsafe equipment, practices or conditions to a supervisor or senior manager. We report to work in condition to perform our duties at our best.

DDB
mudra group

Accounting and Record-Keeping

We require honest and accurate recording and reporting of information in order to make responsible business decisions and accurately calculate our financial results. We document and record our business expenses accurately. Unrecorded or "off the books" funds or other assets, charges or obligations are strictly prohibited, as are special billing or payment procedures that suggest evasion of tax or other requirements by the other party to them.

Protection and Proper Use of Assets

Theft, carelessness or waste of Company assets have a direct impact on our profitability. All Company assets should only be used for legitimate business purposes.

Political Activities

Our employees are encouraged to exercise their right to participate in political activities. This decision to become involved in political activities is entirely personal and voluntary. Therefore, Company funds generally should not be used for contributions to any political party or candidate. However, we recognize our right and responsibility to lobby on behalf of issues that affect our company and business operations, but only in full compliance with the laws and regulations governing these activities.

Implementation and Enforcement

Acts that violate these policies will be considered outside the scope of employment and may result in disciplinary action and legal sanctions being taken against you, including where appropriate the immediate termination of employment.

If you have any doubts about whether you or anyone else is adhering to these principles, you should feel free to discuss the matter with your supervisor, the financial manager for your unit or Omnicom's compliance office. If you feel uncomfortable in doing that or just want to remain anonymous, you can use the mechanism we have developed for confidentially reporting possible violations of this policy or other improper behavior. Details for contacting Omnicom's compliance office or otherwise reporting possible ethical breaches have been posted on the websites of Omnicom and each of its networks.

All reports of possible violations about which management becomes aware will be promptly considered. We will not punish any employee or representative for making any report in good faith.

Waivers

Under applicable requirements, only our Board of Directors or the Governance Committee of our Board is permitted to waive a provision of these policies for our executive officers or directors, and we cannot foresee circumstances in which any waiver would be granted. Waivers for any other employee may be made only by an appropriate Company officer or business unit head, and then only under special circumstances.

DDB
mudra group

Conclusion

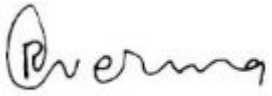
No set of specific rules can anticipate or capture every possible instance in which an ethical issue may arise. Instead, all of us must be guided by the overarching principle that we are committed to fair and honest conduct and use our judgment and common sense whenever confronted with an ethical issue.

Our reputation depends, to a very large measure, on you taking personal responsibility for maintaining and adhering to the policies and guidelines set forth here. Your continued cooperation in this regard is appreciated.

Adopted as of May 24, 2011

I have read the above terms and conditions. I have understood them and I hereby accept the appointment on the said terms and conditions.

For, DDB MUDRA MAX PRIVATE LIMITED



Employee's Signature

Rita Verma
Authorised Signatory

DDB Mudra Max Pvt. Ltd.
CIN U74300MH1975PTC018656

Regd. Office Mudra House
Opp Grand Hyatt Santacruz East
Mumbai 400055 Maharashtra
T +91 22 62950808
F +91 22 62950307

Mudra Tower
Shantisadan Society Ellisbridge
Ahmedabad 380006 Gujarat
T +91 79 67120000

contact@ddbmudragroup.com
www.ddbmudragroup.com

DDB mudra group

Ref. No. ADMN:PD:177629:22
Mr. Omkar V Hiremath

Appointment Letter

Dear **Omkar**, Congratulations!

24/01/2022

We **DDB MUDRA MAX PRIVATE LIMITED** are pleased to appoint you as **EXECUTIVE**. Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **24/04/2022** at **Bangalore**, this employment agreement shall stand terminated. In case you request with advance intimation for any extension beyond **24/04/2022** to join, it shall be sole discretion of the company to accept your request if at all.

The terms and conditions that follow the said appointment are:

1. **Basic Salary:** Subject to income tax and other statutory deductions, you will be paid a basic salary of Rs.**15000**/- (**Rupees Fifteen Thousand Only**) per month. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
2. **Allowances:** Your House Rent Allowance and special allowance will be as given in theannexure.
3. **Other Benefits:**
   a. Retirement Benefit - You will be eligible to become a member of our Provident Fund Scheme (Company's contribution being 12% of your basic salary) from the date of your joining.
   b. You shall declare your Nominee(s) in prescribed format for any/all benefits to which you are or shall become eligible from time to time as per the policies of the Company. Failure to declare your Nominee(s) in the prescribed format may result into complying with procedures by your legal heirs as may be prescribed under the competent law(s).
4. **Taxation:** Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
5. **Probation Period:** You will be on probation for a period of three months from the date of joining. After the expiry of your probationary period, depending upon your performanceeither your services will be confirmed in writing or extended for further period of three months at the sole discretion of the Management. In case after the expiry of your extended probation your services are not confirmed in writing by the management, your services shall automatically stand terminated. During your probationary period your services are liable tobe terminated by giving 15 days of notice or salary in lieu thereof. Similarly, in case you want to resign from the services of the organization you will be required to give 60 days of noticeor salary in lieu of notice period.

DDB mudra group

6. **Notice Period:** On confirmation, your services are liable to be terminated by giving 30 days of notice or salary in lieu thereof as the company may determine. Similarly, in case you want to resign from the services of the organization after confirmation, you will berequired to give a written notice of not less than 90 days. Salary in lieu of your notice period if proposed to be paid by you, shall be at the sole discretion of the Company. The decision of the Company shall be final and binding upon you.

   In the event of any person committing any criminal offence or indulging in activities which amount to moral turpitude or against the interest of the company, he / she shall be liable to be dismissed forthright after getting an opportunity to being heard, without any further notice.
7. You shall devote your full time to the duties assigned by the Company, and shall not engage yourself for any other person, firm or company in any capacity during your employment with the Company.
8. **Relocation and Transfer:** Your services are liable to be transferred at any time to any other unit, department, section or any other office or loaned to any other concern with which the Company may make any agreement or arrangement. Additionally, your services are liable to be transferred anywhere in India, to any of the SBUs, to any of the agencies under the DDB Mudra Group.

   Upon transfer you will be under the administrative control of the respective SBU/ Agency that you are transferred to. Such transfer will not be considered as change in service conditions and will not make you entitled to any change in emoluments.
9. Your appointment will be subject to verification of your credential, certificates and proof of age. This offer is being made to you on the understanding that the facts furnished by you about your age, qualification, experience, are true and correct. In case it is found in future that you had given wrong information or tried to hide certain facts from the company, your services will be liable for immediate termination without assigning any reason.
10. You shall diligently and faithfully carry out the instructions given to you by your superiors in connection with the business and to the best of your power, skill and ability to improve the business of the Company. You shall not indulge in activities detrimental to the interest of the Company.
11. **Confidential Information:** You shall not disclose, divulge or make public while you are with the Company or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your appointment with the Company.

    (Please ensure that you sign the confidentiality agreement before joining on duty.)
12. You shall communicate to the Company any change in your address as well as personal status. All communication sent to you in normal course to the address given by you shall be deemed to have been received by you.
13. You will have to submit your appointment letter and the last drawn salary slip from your previous company at the time of joining.
14. **Return of Property:** On termination of your appointment, you will return to the Company:
    i. All the properties of the Company in your possession, including correspondence
    ii. Deliver to the Company or as may be directed, all Confidential Information; and

DDB mudra group

iii. Return to the Company all equipment, security keys, ID badge and other property belonging to the Company

15. If the participant resigns during the course ,He / She will have to bear 100 % cost of the course.

If the participant resigns within 12 months of completion of the course :

i. On or before 6 months: 100 % reimbursement of the cost incurred.
ii. Between 6 to 9 months : 75 % reimbursement of the cost incurred.
iii. Between 9 to 12 months : 50 % reimbursement of the cost incurred.

16. On leaving the company, you shall for 6 months, thereafter, refrain from pitching for the business that you were directly involved with and shall neither serve nor deal with any of the companies in any manner, whatsoever. You also agree and undertake not to enter into any deal or contract or accept any assignment or act as an advisor or associate yourself directly or indirectly in any manner with any of the clients you were associated with during your tenure of service. You shall also not use, engage, employ or entice any of the employees, Trainees or consultants of the company, in any capacity either as employee or as principal agent or as freelancers/consultants/retainers. In the event of you being unableto meet the said requirement, DDB Mudra Group may be forced to take legal course.

17. **Non-Solicitation of Clients and Employees; Non-compete:** You agree that you will not at any time during your employment with the Company and the "Restraint Period" {i.e., the period of 6 months from the date of termination of your employment with the Company howsoever caused (Company or Person intimated and whether with or without cause or in breach of the Employment Agreement)}:

i. Either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or customers of the Company, or were in the habit of dealing with the Company.

ii. Either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavor to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employmentor was an employee of the Company at any time during 12 months prior to the termination of your employment.

iii. Counsel, or otherwise assist any person to do any of the acts referred to in paragraphsi and ii of this clause.

You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and/or third party outsourced and/or insourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in direct or indirect competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the termination of employment with the Company. You agree that the restrictions set out above are reasonable and valid and all defenses to be strict enforcement of this agreement by the Company are waived by you.

DDB mudra group

18. **Intellectual Property:** You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, technique, processes, methods, systems, designs, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

19. **Copyright:** You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

20. **New Inventions:** You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively 'Inventions') that you solely or jointly may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant and you hereby grant transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive and quitclaim to the Company any and all claims of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.

21. As per company policy the defined retirement age is 60, upon which age you will be retiring from the services of the company.
22. You will have to abide by the terms of the appointment and will be subject to the rules & regulations of DDB Mudra Group, a part of the Omnicom/DDB Worldwide Group, the undertaking for non-disclosure and Company's code of conduct as are in force at present or as may be introduced or amended or extended or rescinded from time to time.
23. Other than the above said terms and conditions, your employment terms will be governed by the rules and regulations laid down through various policies that are framed/modified ormay be revised from time to time.
24. In case of any dispute, the same shall fall within the jurisdiction of Mumbai only.

UNDERTAKING FOR NON DISCLOSURE

I **Mr. Omkar Hiremath,** hereby agree, accept, acknowledge, undertake anddeclare that:

a. During the course of my engagement with the Company, I shall receive/have access to certain Confidential Information related to Company, its Clients and affiliates/associates.
b. That such Confidential Information is of considerable value and significance to the Company.

DDB
mudra group

c. 'CONFIDENTIAL INFORMATION' shall mean all nonpublic Confidential Information of the Company/Client or any related information which is accessible by or it shall mean all non-public Confidential Information of the Company/Client which is accessible by or is available to me directly or indirectly, whether in writing, oral, graphic, visual or any other tangible, intangible or electronic form including, without limitations any and all other Confidential Information relating to Company and/or its Clients(whether past, present or future), financial data, financial results, and projections, costs and prices, details of suppliers, retainers, employees and consultants etc. (past ,present, perspective), technologies, technical and business strategies, business and marketing plans, marketing and sales techniques, pricing and other strategies, prototypes, samples, material, equipment, marketing data and other related Confidential Information, product registration dossiers, manufacturing technologies, any kind of validation data, product character ship, data for various products, development schedules, product positioningtrade secrets, or know how, customer Confidential Information and intellectual copy rights or any such other Confidential Information not generally known to third parties or general public at large received from the Company and is reasonably expected to treat as confidential.

d. I shall use the Confidential Information only for the purpose and in furtherance/with connection of the business of the Company.

e. I shall restrict access of the Confidential Information to the minimum number of employees/persons/parties necessary and shall use at least the reasonable standard of care to preserve and safeguard the confidential nature of Confidential Information disclosed by the Company as is used with its own Confidential Information of a similar kind.

f. That any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss damage and injury to the Company and its reputation and hence undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company.

g. Upon my resignation/termination from the Company, shall not disclose or otherwise communicate in any manner any of the Confidential Information to any person/party/entity, other than to whom such disclosure has been authorized in writing by the Company.

h. That the Company shall be entitled to seek equitable relief of any kind including but not limited to injuctive reliefs against me in case of any violation of this Undertaking.

i. On leaving the company, I will, for 6 months, thereafter, I expressly undertake to refrain from pitching for the business that I was directly involved with and shall neither serve nor deal with any of the companies in any manner, whatsoever. I also unconditionally agree and undertake not to enter into any deal or contract or accept any assignment or act as an advisor or associate myself directly or indirectly in any manner with any of the clients I was associated with during your tenure of my service. I expressly undertake not to use, engage, employ or entice any of the employees, trainees or consultants of the company, in any capacity either as employee or as principal agent or as freelancers/consultants/retainers. In the event of me being unable to comply with the said requirements, DDB Mudra Group shall at its sole discretion be at liberty to initiate appropriate legal proceedings including civil and criminal against me.

DDB mudra group

j. I expressly agree and undertake that all confidential information is and shall always remain the exclusive and absolute property of the company including but not limited to any released or unreleased work created by me or through me in part or full in any manner for its clients or for internal purpose. I further agree and undertake that none of the work created by me or through me in part or full in any manner including but not limited to any released or unreleased work at whatever stage and condition, will not be and cannot be published in any manner or uploaded in any manner in any information technology product or printed in any manner by whatever name it may be called, without the express written approval from the Group CEO & Managing Director.

k. You will have to abide by the terms of the appointment and will be subject to the rules & regulations of the Company and code of conduct as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

l. You will inform in writing, to the Management any change of address within week from the change of the same, failing which any communication sent to your last known address shall be deemed to have been served on you.

m. Disputes if any shall be referred to a Sole Arbitrator appointed by the Company in Mumbai. The jurisdiction shall be governed by the Courts at Mumbai.

Nothing contained in the Agreement shall be construed as granting or conferring any rights either as a license or otherwise in the Confidential Information to me.

n. I solemly affirm and state that none of my family members/relatives are acting or causing to act directly or indirectly as vendors to DDB MUDRA MAX PRIVATE LIMITED, or to any of its group companies in any manner whatosoever. Neither are any of my family members/relatives supplying/causing to supply any services, whether directly or indirectly to DDB MUDRA MAX PRIVATE LIMITED, or to any of its group companies, in any manner whatsoever. Only exception to this is the carlease arrangement with the company.

I further represent, warrant and declare that in connection with my employment with DDB MUDRA MAX PRIVATE LIMITED, I have been made aware and I am knowledgeable about all the laws applicable or which may become applicable to DDB MUDRA MAX PRIVATE LIMITED including but not limited to any/all Anti —Bribery Laws (Indian or foreign) which includes United States Foreign Corrupt Practices Act of 1977 and the United Kingdom Bribery Act 2010 (as amended from time to time) and will comply with all such laws and any other law which may become applicable to DDB MUDRA MAX PRIVATE LIMITED during my course of employment with it and/or any of its group companies/affiliates/subsidiaries.

This declaration made by me out of my own free will and as a part of Sarbanes Oxley compliance and all that is stated above is true and correct and i affirm the same to be true.

CODE OF BUSINESS CONDUCT

Introduction

Our reputation for integrity and fair dealing is essential to our continued success

DDB mudra group

While no written policy can replace thoughtful behavior, please read this statement carefully--it is intended to help you focus on areas of ethical risk and provide guidance on key topics.

Applicability

This Code of Business Conduct applies to all directors, officers and employees of Omnicom Group Inc. and its majority-owned subsidiaries (collectively, the "Company").

Compliance with Laws, Rules and Regulations

We comply with all laws of the places where we do business. Omnicom is a global company, subject to many legal systems. Our employees doing businessinternationally must comply with all applicable laws and regulations and uphold the standards provided in this Code of Business Conduct, regardless of what others may or may not do.

This includes compliance with anticorruption and antibribery laws, including the U.S. Foreign Corrupt Practices Act, the UK Bribery Act of 2010, and any other local anticorruption and antibribery laws wherever we do business. We strictly prohibit directly or indirectly promising, giving or receiving any type of bribe, kickback, payoff or inappropriate advantage (whether in cash or any other form) to any person with the intention of influencing that person to assist us in obtaining or retaining business or any other unfair advantage in the conduct of business for the Company. We are prohibited fromusing personal funds or doing through a third party intermediary that which we areprohibited from doing directly. If you become aware or any violation of this policy, you are obligated to report it to the Omnicom legal department.

Conflict of Interests; Confidential Information

We need to avoid situations where our personal interests interfere with the Company's interests. We also need to protect confidential information.

No Insider Trading: We do not trade in any securities of any company on the basis of material, non-public information. We do not provide "tips" or confidential information to others who could reasonably be expected to trade in any securities of any company. Confidential information should not be shared with others, even with other employees unless of course they have a reasonable business reason for knowing it. ("Material" information is generally regarded as information that a reasonable investor would think is important in deciding whether to buy, hold or sell a security. In short, it is any information that could reasonably affect the price of the security; "non-public" means information not available to the investing community or the public at large.)

Confidentiality Generally: Our people should maintain the confidentiality of information entrusted to them by the Company or its clients, except when disclosure is authorized or legally mandated. Confidential information includes proprietary information such as plans, forecasts and employee information, as well as any other non-public information that might be of use to competitors or harmful to us or our clients if disclosed. It also includes information that others have entrusted to us on a confidential basis. Our obligations not to disclose confidential information continue even after employment ends.

DDB mudra group

Corporate Opportunities: We owe a duty to advance our employer's legitimate interests. We promptly disclose to our Company and do not personally take investment or other corporate opportunities that become available to us, or family members, as a result of employment, including opportunities arising through Company resources or relationships. The test for this is simple--don't take anything offered to you, including any loan or other financial benefit, on terms

that would not be made available to you if you were not an employee of our company. This does not, of course, prohibit reasonable business entertainment and non-cash gifts meant to create goodwill and sound working relationships consistent with applicable law. We expect each employee to exercise good judgment and discretion in giving or accepting any gift. In no event may any gift cause any other provision of this Code of Business Conduct to be violated, or put you or the Company in a position that may cause embarrassment.

Competition and Fair Dealing: Many of us have signed agreements that subject us to non-competition restrictions, or prohibitions against soliciting customers or employees, anyor all of which may apply even after termination of employment. As a matter of policy, we must vigorously enforce these kinds of limitations, whether they arise under employment agreements, stock award agreements, acquisition agreements or otherwise. We also must outperform our competitors through our innovation, execution and hard work, not unethical or illegal business practices. Examples include theft of competitively sensitive information, giving or receiving inappropriate gifts or other improper inducements that are not consistent with customary business practice. We do not take unfair advantage of anyone through manipulation, concealment, misrepresentation of material facts or any other unfair practice.

Discrimination and Harassment

We are an equal opportunity employer and, except in the rare case in which a bona fide occupational qualification applies, do not discriminate against employees or job applicants on the basis of race, religion, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, pregnancy or any similar status or condition.

Furthermore, sexual harassment of any kind or harassment based on any other legally protected characteristic is expressly prohibited. We define sexual harassment as unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.

Submission to such conduct is explicitly or implicitly made a condition of an individual’s employment or advancement;

The response to such conduct is used as a basis for employment decisions; or

The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Health and Safety

We strive to provide a safe and healthy work environment by following safety and health rules and practices and promptly reporting accidents, injuries and unsafeequipment, practices or conditions to a supervisor or senior manager. We report to work in condition to perform our duties at our best.

DDB Mudra Max Pvt. Ltd.
CIN U74300MH1975PTC018656

Regd. Office Mudra House
Opp Grand Hyatt Santacruz East
Mumbai 400055 Maharashtra
T +91 22 62950808
F +91 22 62950307

Mudra Tower
Shantisadan Society Ellisbridge
Ahmedabad 380006 Gujarat
T +91 79 67120000

contact@ddbmudragroup.com
www.ddbmudragroup.com

DDB
mudra group

Accounting and Record-Keeping

We require honest and accurate recording and reporting of information in order to make responsible business decisions and accurately calculate our financial results. We document and record our business expenses accurately. Unrecorded or "off the books" funds or other assets, charges or obligations are strictly prohibited, as are special billing or payment procedures that suggest evasion of tax or other requirements by the other party to them.

Protection and Proper Use of Assets

Theft, carelessness or waste of Company assets have a direct impact on our profitability. All Company assets should only be used for legitimate business purposes.

Political Activities

Our employees are encouraged to exercise their right to participate in political activities. This decision to become involved in political activities is entirely personal and voluntary. Therefore, Company funds generally should not be used for contributions to any political party or candidate. However, we recognize our right and responsibility to lobby on behalf of issues that affect our company and business operations, but only in full compliance with the laws and regulations governing these activities.

Implementation and Enforcement

Acts that violate these policies will be considered outside the scope of employment and may result in disciplinary action and legal sanctions being taken against you, including where appropriate the immediate termination of employment.

If you have any doubts about whether you or anyone else is adhering to these principles, you should feel free to discuss the matter with your supervisor, the financial manager for your unit or Omnicom's compliance office. If you feel uncomfortable in doing that or just want to remain anonymous, you can use the mechanism we have developed for confidentially reporting possible violations of this policy or other improper behavior. Details for contacting Omnicom's compliance office or otherwise reporting possible ethical breaches have been posted on the websites of Omnicom and each of its networks.

All reports of possible violations about which management becomes aware will be promptly considered. We will not punish any employee or representative for making any report in good faith.

Waivers

Under applicable requirements, only our Board of Directors or the Governance Committee of our Board is permitted to waive a provision of these policies for our executive officers or directors, and we cannot foresee circumstances in which any waiver would be granted. Waivers for any other employee may be made only by an appropriate Company officer or business unit head, and then only under special circumstances.

DDB
mudra group

Conclusion

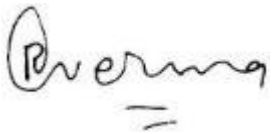
No set of specific rules can anticipate or capture every possible instance in which an ethical issue may arise. Instead, all of us must be guided by the overarching principle that we are committed to fair and honest conduct and use our judgment and common sense whenever confronted with an ethical issue.

Our reputation depends, to a very large measure, on you taking personal responsibility for maintaining and adhering to the policies and guidelines set forth here. Your continued cooperation in this regard is appreciated.

Adopted as of May 24, 2011

I have read the above terms and conditions. I have understood them and I hereby accept the appointment on the said terms and conditions.

For, DDB MUDRA MAX PRIVATE LIMITED



Employee's Signature

Rita Verma
Authorised Signatory

DDB Mudra Max Pvt. Ltd.
CIN U74300MH1975PTC018656

Regd. Office Mudra House
Opp Grand Hyatt Santacruz East
Mumbai 400055 Maharashtra
T +91 22 62950808
F +91 22 62950307

Mudra Tower
Shantisadan Society Ellisbridge
Ahmedabad 380006 Gujarat
T +91 79 67120000

contact@ddbmudragroup.com
www.ddbmudragroup.com

DHL SUPPLY CHAIN INDIA PVT. LTD.

702, 7th Floor
Tower B, 247 Park
LBS Road, Vikhroli (West)
Mumbai - 400 083, Maharashtra, India

Tel. : +91 22 6136 2000
Fax : +91 22 6136 2090
www.dhl.co.in
CIN : U74120MH2013PTC242240
E-mail id : dhlsupplychain@dhl.com

STRICTLY CONFIDENTIAL

Date: 24th February 2022 South I

Dear Chirag Rajimon,

Sub.: Offer Letter

We are pleased to offer you a fulltime offer with us on the following terms and conditions:

Location:

You will be based at **BLR RO** and will be governed by the service rules of the Company as applicable.

Salary:

You will receive a CTC of **Rs. 6,00,000 /-**. per month towards your daily travel and project expenses incurred.

Property & Information

All instructions, drawings, technological information, reports, data and other information related to the company's business that may come into your possession shall be the exclusive property of the Company.

Conflict of Interests

You shall not accept any form of gratification or favours from any person, firm, or company connected or associated with DHL Supply Chain India Pvt.Ltd., including any employee, dealer, customer presently associated or potential directly or indirectly related with or similar to the business interest of the Company.

Confidentiality

You agree at all times (notwithstanding the termination of this Agreement) not to use for your own advantage, or to disclose to any third party any information concerning the business or affairs of the Company, comprising trade secrets and business matters or information which you know or ought to have known to be confidential.

You shall not divulge the terms and conditions of your employee of the Company (other than your immediate supervisor).

Please confirm your acceptance of the above terms and conditions by signing and returning the duplicate of this Offer Letter.

Yours sincerely,
For **DHL Supply Chain India Pvt.Ltd.**

Beena Jacob (DHL Supply Chain) Digitally signed by Beena Jacob (DHL Supply Chain) Date: 2022.02.24 17:13:31 +05'30'

Beena Jacob Senior Director – Human Resource DSC - India

I confirm acceptance of the above terms and conditions of internship offer letter with DHL Supply Chain India Pvt.Ltd.

_____

Chirag Rajimon

DHL SUPPLY CHAIN INDIA PVT. LTD.

702, 7th Floor
Tower B, 247 Park
LBS Road, Vikhroli (West)
Mumbai - 400 083, Maharashtra, India

Tel. : +91 22 6136 2000
Fax : +91 22 6136 2090
www.dhl.co.in
CIN : U74120MH2013PTC242240
E-mail id : dhlsupplychain@dhl.com

STRICTLY CONFIDENTIAL

Date: 24th February 2022 South I

Dear Yashashwini C M,

Sub.: Offer Letter

We are pleased to offer you a fulltime offer with us on the following terms and conditions:

Location:

You will be based at **BLR RO** and will be governed by the service rules of the Company as applicable.

Salary:

You will receive a CTC of **Rs. 6,00,000 /-**. per month towards your daily travel and project expenses incurred.

Property & Information

All instructions, drawings, technological information, reports, data and other information related to the company's business that may come into your possession shall be the exclusive property of the Company.

Conflict of Interests

You shall not accept any form of gratification or favours from any person, firm, or company connected or associated with DHL Supply Chain India Pvt.Ltd., including any employee, dealer, customer presently associated or potential directly or indirectly related with or similar to the business interest of the Company.

Confidentiality

You agree at all times (notwithstanding the termination of this Agreement) not to use for your own advantage, or to disclose to any third party any information concerning the business or affairs of the Company, comprising trade secrets and business matters or information which you know or ought to have known to be confidential.

You shall not divulge the terms and conditions of your employee of the Company (other than your immediate supervisor).

Please confirm your acceptance of the above terms and conditions by signing and returning the duplicate of this Offer Letter.

Yours sincerely,
For **DHL Supply Chain India Pvt.Ltd.**

Beena Jacob (DHL Supply Chain) Digitally signed by Beena Jacob (DHL Supply Chain) Date: 2022.02.24 17:13:31 +05'30'

Beena Jacob Senior Director – Human Resource DSC - India

I confirm acceptance of the above terms and conditions of internship offer letter with DHL Supply Chain India Pvt.Ltd.

_____

Yashashwini C M

DHL SUPPLY CHAIN INDIA PVT. LTD.

702, 7th Floor
Tower B, 247 Park
LBS Road, Vikhroli (West)
Mumbai - 400 083, Maharashtra, India
Tel. : +91 22 6136 2000
Fax : +91 22 6136 2090
www.dhl.co.in
CIN : U74120MH2013PTC242240
E-mail id : dhlsupplychain@dhl.com

Ref No: DSC/HO/FTE/2022/0200 **Date: 11th June 2022**

Chirag Rajimon
South I

Sub: Offer

Dear Chirag,

This has reference to the meeting you had with us in connection with your employment in our organization. We are glad to inform you that you are selected for the below post, details of which are given below:

Role Title	: Operations Trainee
Department	: Operations
Location	: Bangalore
Division	: DSC
Reporting To	: Vice President - South

We would appreciate if you can join us on **18th July 2022.** This contract will become invalid if you do not join the services of the company within 30 days from the date of your acceptance.

Your appointment in our organisation will be under the following terms & conditions:

1.0 Work Timings

You will be governed by the timings and the hours of work applicable to the establishment.

2.0 Leave

You will be entitled to leave as per the company rules.

3.0 Probation Period

Effective your date of joining, you will be on probation for a period of **6 months**. While on probation your services may be terminated without any prior notice & without assigning any reason. On satisfactory completion of your probation period, your services will be confirmed in writing. The Company may at its discretion extend your probation.

4.0 Salary

4.1 The break-up of your compensation is mentioned in the attached Annexure.

4.2 You will be granted an annual increment based on your performance and contribution according to the company policies.

4.3 Any employee who has joined after 30th September will not be eligible for annual target bonus in that particular year and no make-up payment will be made in the following year.

5.0 Provident Fund

You shall be covered as per the provisions of the **Employee Provident Fund Act, 1952**, from the date of joining as per the rules applicable.

6.0 Gratuity

6.1 You will be entitled to gratuity as per the provisions of the **Payment of Gratuity Act 1972** on completion of 5 years of continuous service with DHL.

6.2 On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with DHL.

Gratuity amount is exempted from tax up to a maximum limit of **Rs.20,00,000/-** only once in an individual's career even though this might span multiple organizations.

7.0 Bonus Plan

7.1 In addition to your annual base salary of **347117,** you will be eligible to receive variable incentives per calendar year in accordance with the prevailing rules of the DHL Bonus Plan ("the Plan"), which terms and conditions may be amended from time to time by the Company at its absolute discretion. For the avoidance of doubt, the name of the Plan may likewise be amended from time to time by the Company at its absolute discretion.

8.0 General

8.1 You are required to adhere to all the policies of the Company including its Code of Conduct. You will be bound by the rules and regulations as existing and varied from time to time, in relation to conduct, behavior, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.

8.2 It is an express condition that the company's personnel are full-time employees and accordingly you shall fully devote your time to the company's business. You shall not, without express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.

8.3 You shall not give out to anyone, in any manner whatsoever, particulars, or any details of any of the matters pertaining to the company or its' working, or any other confidential information. In the event of any breach of this condition on your part, you will be liable for termination of your services with immediate effect.

8.4 In the event you are absent for a continuous period of 7 days from your duty without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the company without notice.

8.5 You must return to the company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the company or which refer to any confidential information and which are in your possession or under your control.

8.6 You shall keep the company informed in writing, of any change in your name and Home Address.

8.7 The employee must carry out his defined role and responsibilities as specified by the organization from time to time.

8.8 Any failure on your part to comply with the provisions of this letter or in any instance of misconduct, misbehavior or fraud on your part, the Company shall be entitled to terminate your services forthwith with notice and without any liability including payment of salary in lieu of notice.

9.0 Notice Period

9.1 The notice period / notice pay of **30 days** will be applicable on either side, in case of resignation / termination of services after confirmation.

9.2 However, for misconduct, misbehavior or fraud, the company may terminate your services with immediate notice and no monetary liability is lieu of Notice.

10.0 Retirement

10.1 You will retire from the services of the company on the day you complete the age of 58 years.

10.2 For determination of age, the details in the documents furnished by you and verified by the company at the time of joining will be considered

11.0 Transfer and Travel

11.1 Your services are transferable to any other office of the company in India & the decision with regard to this is solely on the management.

11.2 You may be required to travel on company work and you will be reimbursed expenses as per the company policy

12.0 Background Checks

As a part of the joining formalities, the company will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

13.0 Additional Benefits

13.1 You will be entitled for group mediclaim insurance cover up to Rs. **4,00,000/-** hospitalization. This is a family floater mediclaim policy which covers spouse and two kids, provided for enrollment details are registered with the local Human Resource team at the time of joining.

13.2 You will also be eligible for **Group Term Life Insurance & Personal Accident Insurance** as Per the grade entitlement.

13.3 You are requested to inform the company of any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

Employees must be present/active in payroll during the bonus payment month to receive the bonus payment for previous year.

The Company reserves the right to vary, amend, substitute the benefits contained herein.

We welcome you to our organization, and look forward to having a mutually beneficial long-term association.

Thanking you,

Yours faithfully,

For **DHL Supply Chain India Pvt. Ltd.,**

Beena Jacob

Beena Jacob
Senior Director – Human Resources

_____

I accept the above offer
Chirag Rajimon

Annexure - I

Chirag Rajimon

Operations Trainee

Salary Structure		
EARNING HEAD	**Per Month**	**Per annum**
Basic Salary	14978	179737
House Rent Allowance	7489	89869
Personal Pay	2996	35947
Bonus	3464	41563
Additional HRA		
Other allowance		
Total Monthly Payment	**28926**	**347117**
Annual Guaranteed Payment		**347117**
Target Bonus (100%)		22638
		22638
Provident Fund	1800	21600
Gratuity		8645
Total Retirals		**30245**
Target CTC		**400000**

Annual Base Salary		**347117**

For **DHL Supply Chain India Pvt. Ltd.,**

Beena Jacob

Beena Jacob
Senior Director – Human Resources

_____

I accept the above offer
Chirag Rajimon

ANNEXURE - II

Documents to be brought on the day of joining:

1. Recent two passport size photographs
2. ICICI / HDFC – Bank Account number, if already having an account with this bank.
3. Relieving letter from previous employer.
4. Relevant Educational Certificates.
5. Copy of Permanent Account Number Card
6. Address Proof

DTDC
Delivering Value

Strategic Partner: dpdgroup

Letter of Intent

Date: 21st June' 2022

Dear Mr. Charan B,

We are pleased to inform that you are shortlisted to be engaged as a Graduate Apprentice Trainee under National Apprenticeship Promotion Scheme (NAPS) for the first spell of On-Job training (OJT) at our establishment DTDC Express Limited at Bangalore as part of your Degree Apprenticeship Programme run by your Dayanand Sagar University. The contract tenure of your apprenticeship engagement will be for 15 months starting from July-2022.

During this apprenticeship tenure you will be provided a Stipend of Rs.30,000/- per month for the next 12 consecutive months and Rs.35,000/- for the next 3 consecutive months. The establishment is not responsible to provide any other than the stipend which involves local travel, boarding, lodging and migratory expenses. While you are engaged as an apprentice, you will be bound by the establishment policies and procedures. Your absorption as an ABM/CMO/TSM/Others post the training program will be further subject to your performance during the program.

The formal Offer will be issued post to the submission of your educational credentials and other relevant documents at the time of joining and will remain applicable only after the successful registration.

Thanking You.

For DTDC Express Limited

Authorized Signatory
Sanjay Thapliyal
Zonal Head HR- South

I CHARAN. B here by accept the offer and willing to join your organization as Trainee

Signature

Date 21/06/2022

05/17/2022

Anusha Koshy

Dear Anusha Koshy,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (May 18, 2022 19:37 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

05/17/2022

Anusha Koshy
Kudlu gate

Bengaluru, 560068
India

Dear Anusha Koshy,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Business Analyst at DXC Technology India Private Limited of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 06/01/2022. Your job level at DXC is 3.

Your appointment with DXC Technology India Private Limited is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

Compensation and Benefits

1.0 Salary
Your Annual Fixed Pay will be INR 400,000.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary which will be INR ₹180,000.00.

1.2 Provident Fund
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

1.3 Gratuity
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.4 Insurance
The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company. Additionally, if you come within the

purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.5 Flexible Benefits

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the amount as mentioned in Annual Fixed Pay after allocation to (1) Basic Salary, (2) PF, (3) Statutory Bonus, if applicable. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

As agreed during the discussions at the time of your appointment, Company will reimburse the severance expenses in lieu of un-served notice period in your previous organization. This reimbursement will be after adjusting for encashment of earned leaves, if any and the amount shall not exceed one-month Annual fixed pay. This amount is recoverable should you decide to leave the organization before one year from your date of joining.

Working Hours

The work timings are at the sole discretion of the Management and would normally consist of a 45 hours work week. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad unless communicated otherwise by an entity of the company. The general working hours will be 9:00 am to 6:30 pm., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

Annual Earned Leave:

You are entitled to 15 days leave of absence on full pay per year and un-availed leaves are accumulative as per current Company policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Paid Casual Leave:

The entitlement is for 12 days in a year. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Holidays:

The Company observes 12 holidays in a year which may consist of fixed days of holidays and flexible ones and may be availed as per policy in force.

Transferability:

During your employment with the Company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of the Company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the Company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the Company.

Business Code of Conduct and Ethics:
All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Notice for Termination:
The written notice required for termination of employment by either party will be 3 months. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under the Company's disciplinary procedure your services can be terminated without any notice period.

Service Agreement:
Post your joining, should you accept any specialized training whether in India or abroad, you will be required to commit to serve the Company for a minimum period of 12 months as per the Company policy. You will be required to enter into a Service Agreement, as per the Company's policy on Training, supported with a Guarantee in the form and manner decided by the Company. You are under no obligation to accept any
training requiring a commitment to serve the Company on your part. However, once accepted by you, it will be a binding contract.

Retirement Age:
All employees on rolls of the Company will retire from the services of the company on reaching the age of 60.

Non-Smoking Policy:
Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:
You are required to contact the HR department on the date you report for work and submit to them a copy of the following documents for joining:
• Relieving letter(s) / Acceptance of resignation from all your previous organizations
• Experience letter(s) from all your previous organizations
• Photocopies of all educational certificates (Class X onwards)
• Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
• Three recent passport size photographs
• All relevant pages of your Aadhaar card, Passport, Driving License and PAN card
• Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the Company (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the Company to get an employment with the Company, is accurate and nothing has

been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the Company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which the Company may have against you.

The Company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with the Company.

Annexure II

Flexible Benefits Plan Guidelines
Upon joining, subject to total salary entitlement, employee has the option to re-structure the flexi salary by selecting from a pool of allowances given below.

House Rent Allowance
0 - 50% of annual basic salary. To be supported by at least one receipt per quarter (as proof of rent paid) from the landlord.

LTA
Can be claimed for Income Tax benefit twice in a block of 4 yrs as declared by IT Ministry. Maximum amount of Rs 2,00,000 per annum can be allocated.

Meal Coupon
Maximum of Rs 26,400 per annum. The entire amount becomes tax free.

Transport Allowance
Fuel, Maintenance & Chauffeur Allowance may be claimed from Transport Allowance for self-owned car subjects to limits defined in the policy.

Telephone / Broadband Reimbursement
Telephone and broadband expenses reimbursement can be opted from within kitty from flexible benefits as per policy.

Thanking You,

Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (May 18, 2022 19:37 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____

Anusha Koshy

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____

First Name Middle Name Last Name

_____

Date

_____

Place

Annexure III

Dear Anusha Koshy,

Please note that you must submit a copy of your Permanent Account Number (PAN) card on your date of joining at company. By acknowledging this document, you undertake that you shall be solely responsible for any consequences arising due to non submission of your PAN copy and company shall not be responsible for the same, in any manner whatsoever.

Date:

Anusha Koshy Gosval

FOR Company

Lokendra Sethi
Lokendra Sethi (May 18, 2022 19:37 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

FOR Employee

Name : Anusha Koshy

Date :

FedEx Express
Transportation & Supply
Chain Services (India) Pvt
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

September 21, 2022 **RC520207**

Chaitanya B
BSCT BOYS HOSTEL, Karriguppe Near Water Tank,
Banashankari 3rd Stage,
Bangalore. (560085).

FIXED TERM EMPLOYMENT CONTRACT ("Contract")

Dear **Chaitanya,**

With reference to your application and recent interview with FedEx Express Transportation and Supply Chain Services (India) Pvt. Ltd. ("Company"), we are pleased to offer you the following:

Job Title	: **Customer Financial Services Representative**
Grade	: **6**
Total Compensation per annum	: **450,000 /-** (paid in Indian Rupees)

The detailed break-up of your compensation and other terms and conditions of your employment are enclosed.

You will be based at **Bangalore.**

The contract shall be a for fixed term of **12 months** which shall be effective from **September 29, 2022** and shall stand terminated on **September 28, 2023** unless it is terminated earlier in terms of this Contract. Any renewal thereof shall solely be at the discretion of the Company.

We are an equal opportunity employer and advancement of employees of the Company is a function of their abilities and performance. We place a lot of emphasis on ethical business conduct and believe that development of employees is a shared responsibility. We provide the means for employees to enhance their capabilities and knowledge and employees are expected to optimally utilize these opportunities.

We look forward to having you on board and can promise you an exciting career ahead.

Kindly sign a copy of this letter and the enclosed terms and conditions of fixed term employment on each page at the bottom and return to the HR Services Department at the earliest.

Yours sincerely,
For FedEx Express Transportation and Supply Chain Services (India) Pvt. Ltd.



Dazwell J D'souza
Manager Customer Financial Services

Acknowledged and accepted

_____
Employee's Signature

Date:

FedEx Express
Transportation & Supply Chain Services (India) Pvt. Ltd.
Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072
Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

Terms and Conditions

1) Your initial place of work will be at our **Bangalore** office. However, your services are transferable and can be transferred, seconded or deputed by the Company to:

   a) Any Company's operation in India or abroad, whether existing as on date of your appointment or to be established thereafter at the option of the Company.

   b) Any operation in India or abroad under the Company or ownership of Company's group including any joint venture in which Company is a participant.

2) You will report to the **Manager Customer Financial Services** or to such person nominated by the Company's Management.

3) You will be on probation for a period of three months from the date you commence work, but if the Company is not satisfied with your work and conduct as per the applicable policies, your services shall be liable to be terminated without notice at any time during the probation period. Your probation period may be extended for further period as deem fit by the Company in its sole discretion. After completion of the probation period, you shall be deemed to have been confirmed in the services of the Company unless you receive any communication in writing to the contrary. During the probation period, should you wish to terminate your service, you may do so by giving 7 day's advance notice in writing.

4) The Company may terminate your employment by giving 30 day's advance notice in writing or payment of 30 day's salary in lieu thereof at the sole discretion of the Company. You may choose to resign from the Company at any time with 30 day's advance notice in writing or payment of 30 day's salary in lieu thereof. The Company may, at its sole discretion, dispense with notice period of 30 day's subject to recovery of 30 day's salary. In case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation. Your resignation will become effective and final only after the acceptance thereof is communicated to you in writing. Resignation once accepted by the Company cannot be unilaterally withdrawn by you. You are also liable to be terminated without any notice or payment of salary in lieu thereof, if you are found guilty of gross misconduct or any other act or omission resulting in disciplinary proceedings as per the applicable policies of the Company.

5) If you remain absent for five consecutive days without your manager's approval or any authorization, the Company will serve you notice at your last known address calling upon you to report for duty immediately. If you continue to remain absent without any communication or information to the Company after 48 hours from the date of issuance of the written notice or fail to furnish satisfactory explanation of your absence, you shall be deemed to have abandoned your services and your services shall be terminated forthwith without any further notice.

6) Your working hours, leave, holidays and other prescribed service conditions / benefits will be as applicable to your category of employees at the office/ establishment of the Company in which you are for the time being posted.

Acknowledged and accepted

_____
Employee's Signature

Date:

FedEx Express
Transportation & Supply Chain Services (India) Pvt. Ltd.
Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072
Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

7) It is understood that this appointment is subject to the results of the pre-employment medical and background checks being found satisfactory and being offered to you on the basis of the particulars submitted by you in your application for appointment. However, if at any time it emerges that, the particulars furnished by you were false/incorrect or that any material or relevant information had been suppressed, concealed or misrepresented, your appointment will be considered invalid and your services would be liable to be terminated by the Company forthwith without notice and without prejudice to the rights of the Company to take legal action against you.

8) You will be governed by the Company's policies, rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment.

9) You shall faithfully, diligently and to the best of your ability perform the duties entrusted to you by the Company from time to time and shall observe discipline, decorum and discretion in the discharge of your duties. While in the employment of the Company, you shall not offer your services for a consideration to any person, legal entity or public authority nor be employed in any capacity on a permanent, temporary or part time basis with any entity other than the Company.

10) You confirm that you have disclosed fully to the Company all of your business interests and investments, whether or not they are similar to or in conflict with the business interests, businesses or activities of the Company and all circumstances in respect of which there is or there might be a conflict of interest between the Company and you or any of your immediate relative. You agree to disclose fully to the Company any such interests or circumstances of conflict which may arise during your employment immediately.

11) You shall always have your personal postal address or communication address kept with the Company updated with all changes immediately including at the time when you proceed on leave. All communication sent by the Company at such address shall be deemed to have been received by you.

12) The continuation of your employment shall always be subject to your medical fitness. The Company shall have the right to require you to subject yourself at any time during your employment for a medical examination by their own/recommended doctor.

13) You shall not, without the express consent of the Company in writing, pledge the credit of the Company or enter into commitments, dealings or obligations on behalf of the Company for which you have no express authority from the Company.

14) The position held by you is strictly of a confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, for any reason, any information about the interest or business of the Company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets or cause to be disclosed at any time any information or documents, official or otherwise relating to the Company except with prior approval of the Company. The obligation of confidentiality shall continue to be valid and enforceable by the Company for a period of two years following retirement or termination of services for any reason whatsoever.

Acknowledged and accepted

_____

Employee's Signature

Date:

FedEx Express
Transportation & Supply
Chain Services (India) Pvt.
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

15) Any development process, discovery, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other works which can be subject matter of copyright, patent, industrial design, trade mark/service mark or other forms of intellectual property rights, made developed or discovered by you, either alone or jointly with any other person or persons, while in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. You shall execute all necessary documents and take required steps to assign any intellectual property rights in work created or developed by you during the course of your employment to the Company or its nominee.

16) Upon termination of your employment with the Company, you shall forthwith hand over charge and return to the Company all the assets and property of the Company (including any leased properties) documents, files, books, papers, memos, laptop, mobile, ID badge, uniform or any other property of the Company in your possession, custody or control and your dues will be settled only after confirmation in this regard is received from your manager.

17) Your performance may be appraised at regular intervals as per the process specified by the Company. Subsequent salary adjustments and monetary or non-monetary benefits related to such performance appraisal will be decided by the Company at its sole discretion. In all matters relating to renewal of contract, grant of increment and / or promotion upon renewal of contract, merit will be the only criteria and no regard shall be had to seniority in service. The decision of the Company will be final in this regard.

18) The terms of this employment offer are strictly confidential and any breach of confidentiality will be viewed seriously and may result into disciplinary proceedings as per the policies of the Company.

19) Any dispute arising from this employment offer letter shall be subject to the exclusive jurisdiction of courts at Mumbai.

Acknowledged and accepted

_____

Employee's Signature

Date:

FedEx Express
Transportation & Supply
Chain Services (India) Pvt.
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

Annexure

This annexure to the offer letter provides the breakup of your Total Salary

Detailed Break-up of Salary: **Chaitanya B**		
Your Total Gross Salary Components are as follows:		
Salary	**Monthly Computation**	**Annual Computation**
Basic Salary	18,750	225,000
Flexible Allowance	14,938	179,257
Employer's Contribution to PF	2,250	27,000
Bonus	1,562	18,743
TOTAL Salary	**37,500**	**450,000**

In addition to the above, the Company shall contribute the applicable statutory insurance premium under The Employee's State Insurance Act 1948 for eligible employees.

Acknowledged and accepted

_____
Employee's Signature

Date:

FedEx Express
Transportation & Supply
Chain Services (India) Pvt.
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

DESCRIPTION OF SALARY & BENEFITS

SALARY

Salary is paid on a monthly basis. The details of an employee's salary are provided on an individual basis to the respective employee. Monthly salary will comprise of Basic Salary and Flexible Allowance as per the established pay scale for each grade.

BASIC SALARY

This is a fixed amount paid on a monthly basis as per the established pay scale for each salary grade applicable as per employee's work location base.

FLEXIBLE ALLOWANCE

The Flexible Allowance (FA) is a monthly / annual component depending upon the allocation.

Flexible Allowance is the remaining amount after allocating Basic Salary, employer's contribution to Provident Fund and Bonus components from the Total Salary.

The employees are provided with an option to distribute their Flexible Allowance amongst various elements, within the specified limit provided by the Company, for tax effective structure.
Following are the elements currently provided by the company:

a. **House Rent Allowance (HRA)**
b. **Conveyance Allowance**
c. **Leave Travel Assistance (LTA)**
d. **National Pension Scheme (NPS)**
e. **Ticket Restaurant Meal Card**
f. **Ex-Gratia**
g. **Other Allowance**
h. **Washing Allowance**

Employees have to submit proof of original receipts in order to claim tax benefit as applicable. The Income Tax benefit received under any of the above mentioned elements may change based on the income tax provisions as applicable from time to time. Employees are advised to read the Flexible Allowance Guidelines on the HR SharePoint post joining.

EX-GRATIA

Applicable for employees who are not eligible for statutory bonus. Eligible employees have the flexibility to opt for Ex-Gratia to be paid monthly or annually

Acknowledged and accepted

_____
Employee's Signature

Date:

FedEx Express
Transportation & Supply
Chain Services (India) Pvt.
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

WASHING ALLOWANCE

This refers to the fixed annual component of Rs 3000 applicable to Clerical and Operational employees who are in Operations and Aircraft Maintenance.

BONUS

Applicable for employees whose monthly basic salary is Rs. 21,000 or less. Bonus will be paid @ 8.33% annually on actual basic salary earned by employees in the previous Indian financial year. Employees will be eligible for prorated payments upon separation /termination of services.

PROVIDENT FUND

All employees will be covered under The Employees' Provident Fund and Miscellaneous Provisions Act, 1952. Employer's contribution @ 12% of the basic salary on a monthly basis forms part of the total gross salary and the employee's contribution @ 12% of basic salary is deducted from the monthly salary and both the components are remitted towards this fund.

EMPLOYEE'S STATE INSURANCE (ESI)

All employees whose monthly sum of basic salary and flexible allowance is Rs. 21,000/- or less will be covered under the Employee's State Insurance (ESI) Act, 1948. The employer and employee shall be liable to contribute the applicable statutory insurance premium as per the ESI Act. The employee's contribution shall be deducted from the employees' monthly salary and paid towards insurance premium along with the employer contribution. Employees covered by this Act can avail of insurance benefits as prescribed under the ESI Scheme.

ANNUAL INCENTIVE COMPENSATION (AIC)

This is a non-contractual variable compensation element which provides all eligible employees (in Professional & Managerial grades except Sales Professionals) with an opportunity to earn a lump-sum financial reward for the successful accomplishment of individual and corporate objectives on a fiscal year basis.

Acknowledged and accepted

_____

Employee's Signature

Date:

FedEx Express
Transportation & Supply
Chain Services (India) Pvt.
Ltd.

Boomerang, Unit No. 801
8th Floor, Wings A & B1
Chandivali Farm Road
Andheri East, Mumbai, 400 072

Telephone +91 22 61897777
Toll Free 1800 209 6161
fedex.com/in

GRATUITY

All employees will be covered under The Payment of Gratuity Act 1972.

All salary components will be governed by the Income Tax rules as applicable from time to time.

MATERNITY BENEFIT

All eligible female employees will be covered under The Maternity Benefit Act, 1961 and The Maternity Benefit (Amendment) Act, 2017:

- A permanent married female employee is eligible for paid maternity leave provided she has actually worked in the Company for a period of not less than 80 days in the 12 months immediately preceding the date of her expected delivery.
- Maternity leave will be for a period of not exceeding 26 weeks, of which not more than eight weeks shall precede the expected date of delivery.
- All permanent female employees having two or more than two surviving children shall be entitled to maximum period of twelve weeks of maternity leave of which not more than six weeks shall precede the date of her expected delivery.
- Female employees who legally adopt a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting /commissioning mother.
- The Act also prescribes leave provisions in cases of miscarriage, tubectomy operation and illness arising out of pregnancy. Please access those information from Company HR policies post joining.

Acknowledged and accepted

_____
Employee's Signature

Date:

PUR/INTERN/100121 Date: 10/01/2021

Student Name- IJAIZ AHMED A. HALBHAVI
USN: CMS20MBA038
Name of Institute-Dayananda Sagar University
Location-Bangalore

Subject: Offer Letter

Dear. **IJAIZ AHMED A. HALBHAVI**

In reference to your application we would like to congratulate you on being selected for Management Trainee with "Inoventic Tech Solutions". Your training is scheduled to start effective 10.01.2021 for a period of 3 months and you will be paid a Monthly gross Stipend of Rs.5000/- per month after training period the CTC will be 5.5 LPA.

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training

You should report for training at the following address: Inoventic Tech Solutions, Office No. 11, 12, Dhanashree Building, Pune Satara Road, Balaji Nagar-Dhankawasi, Pune, Maharashtra- 411043

Phone no: 9373606626
E-mail: hr@inoventictechsolutions.com

Again, congratulations and we look forward to working with you.

Authorized signature



Inoventic Tech Solutions

Offer Letter

19th November 2021

Dear Utpreksha Giri,

We are pleased to offer you the position of **Analyst** at **Graphene Health Tech Private Limited**, Bangalore.

Your CTC will be **INR 4,50,000**/- Per Annum (Rupees **Four Lakh Fifty Thousand** Only) Per Annum.

Please refer **Annexure I** for the detailed salary break-up.

If you choose to accept this offer, your date of joining will be **03rd January 2022.**

Kindly share your acceptance of this offer, on or before **23rd November 2021.** Further, we would require that you share with us a confirmation of your resignation from your previous organization (If any) and confirmed date of joining immediately after accepting this offer, failing which this offer will be void.

Joining Formalities
On the date of joining the Company, please furnish copies of the following documents:

1. Copy of Appointment Letter and Relieving Letter from your last employer
2. Latest pay slips for 3 Months
3. 10th and highest Degree marks cards and certificates
4. Two Passport size photographs
5. Copy of Aadhar Card
6. Copy of PAN card

We are confident that you will be able to make a significant contribution to the success of our Company and look forward to working with you.

For **Graphene Health Tech Private Limited**

Praveen Kumar M

Praveen Madhava

Director

Annexure I

Your salary breakup is as follows:

Component	Monthly Compensation	Annual Compensation
	₹	₹
Cash Benefits		
Basic Salary	17,210	2,06,524
House Rent Allowance	6,884	82,610
Special Allowance	6,698	80,381
Gross Salary	**30,793**	**3,69,515**
Non-Cash Benefits		
Employer's Share to PF	1,800	21,600
Estimated Gratuity	828	9,934
Group Medical and Accident Insurance	1,000	12,000
Total Non - Cash Component	**3,628**	**43,534**
Fixed CTC	**34,421**	**4,13,049**
Performance Bonus (Up to 10%)	**3,079**	**36,951**
Total Cost to Company	**37,500**	**4,50,000**

Performance Bonus will be paid out annually. You will be eligible for Performance Bonus provided you have completed 6 months of employment with Graphene as of the month of the payout.

P.S. The salary information is highly confidential. Employees should not disclose or discuss the content of this letter and must take all necessary measures to ensure confidentiality of the document.

For **Graphene Health Tech Private Limited**

Praveen Kumar M

Praveen Madhava

Director

OFFER LETTER

Date: 11-Apr-22

To
Archana R
Bengaluru, India

Dear Archana,

We are pleased to inform you that you have been selected for the position of **Associate Analyst (Level 12)** in our organization, on the terms and conditions mutually agreed.

1. Date of Joining: **23-May-22**
2. Reporting Time: **10:00 AM**
3. Location: **301/302, 3rd Floor, Saket Callipolis, Sarjapur Main Rd, Doddakannelli, Near Outer Ring Road. Landmark - Sarjapur Social. Bengaluru - 560035, Karnataka**

Grand View Research (India) Pvt. Ltd.
Market Research & Consulting

Your formal appointment letter would be issued to you on complying with the joining formalities as per rules of the company.

Please carry the following documents on the date of joining:

1. Mark sheets (One photocopy each)
2. Pan Card (Original as well as four photocopies)
3. Aadhaar Card (Original as well as four photocopies)
4. Any one Government Gazetted ID Proof - Driving License, Passport, Voter ID Card (Original as well as four photocopies)
5. 4 passport size photos (Recent Photo - White Background)
6. Local Address Proof
7. Appointment/ Offer letter of last organization
8. Relieving/Experience Letter of last organization
9. Last three salary slips
10. One Cancelled cheque
11. Passbook copy / net bank profile screenshot which states your full name as per bank documents

ANNEXURE

SALARY BREAK UP	
COMPONENT	**ANNUAL**
BASIC	230800
HRA	92320
LTA	30000
CONVEYANCE	19200
MEDICAL ALLOWANCE	15000
HEALTH AND FITNESS ALLOWANCE	9000
BOOK ACADEMIC ALLOWANCE	12000
SPECIAL ALLOWANCES	53280
TOTAL GROSS INCOME	**461600**
PF (EMPLOYER CONTRIBUTION @13%)	23400
MEDICAL INSURANCE	15000
CTC	**500000**

Grand View Research (India) Pvt. Ltd.
Market Research & Consulting

***TDS will be applicable as per income tax law**

Note:

- Retention Bonus if applicable is a One Time Pay upon completion of a year & will not be applicable there on.Retention Bonus amount will be removed from the CTC upon salary revision.
- Performance based Variable Payout would be Level/Vertical/Function specific which would be informed by the HR Team.

FOR GRAND VIEW RESEARCH (INDIA) PVT. LTD.
Ashish Shenoy
Chief People Officer

{This is a computer generated letter and does not require a signature}

Happiest Minds Technologies Limited
Regd. Office: #53/1-4, Hosur Main Road,
Madivala (Next to Madivala Police Station),
Bangalore-560068, Karnataka, India
CIN of the Co. L72900KA2011PLC057931
P: +91 80 6196 0300, F: +91 80 6196 0700

Rakshith V S **17-Jan-2022**

Dear **Rakshith**,

We are very happy to induct you as Intern at Happiest Minds Technologies Limited.

Please send in your acceptance of this offer within 2 days. This Offer letter shall remain in force for the period as specified in Annexure I.

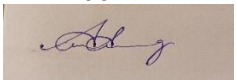
Please note, this offer letter becomes invalid and will stand automatically withdrawn by Happiest Minds, unless extended in writing.

Your work location will be at **BANGALORE** and will be reporting to **B POORNIMA** . We expect that you will not engage in or do any other business or render any professional services on full time or part time basis during the course of your internship with us.
We expect you to keep the details of your internship strictly confidential and not divulge or disclose to any outsider or others either during your internship or after, any information related to the company, its employees or associates without the express approval of the company undersigned. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation to the company and its associates.

You are requested to acknowledge by returning the signed duplicate of this letter mentioning date of joining as a token of acceptance of the internship offer.

On the date of joining you will be signing the forms of Information security code of conduct, NDA and conflict of interest.
We expect you will strictly follow all the information security policies and procedures of Happiest Minds.

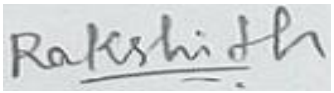
For Happiest Minds Technologies Limited



ANANTH NAG J R,
SENIOR MANAGER-TALENT ACQUISITION

I have gone through the offer letter and Terms and conditions. I accept the same

Name: **Rakshith V S**



18 – 01 -2022

Signature with Date

Annexure I

A. Details of the Assignment:

1. Name: **Rakshith V S**
2. Work Location: **BANGALORE**
3. Name of the Reporting Manager: **B POORNIMA**
4. Duration: **month(s)**

Start Date: **19-Jan-2022** End Date: **18-Apr-2022**

January 4, 2022

To,

Ms. Karthiyaeni V

7708022271

APPOINTMENT LETTER

Dear Karthiyaeni,

We are pleased to offer you the post of **Business Development Executive** at **QuadB**.Here are the terms & conditions for our offer:

Stipend : 10,000/- per for 3 months
CTC post training : 4.25 LPA

Joining

Your scheduled date of employment with us will be **January 05th ,2022**

Location

Currently, you'll be working from **Home** only. Location is subject to change on management's decision. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements.

Training Period

Your Training period will be of **Three months**. The training program will consist of lectures and on the-job training. The duration of training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Primary Responsibilities

1. Oversee the sales process to attract new clients.
2. Work with senior team members to identify and manage risks.
3. Maintain fruitful relationships with clients and address their needs effectively.
4. Research and identify new market opportunities.
5. Prepare and deliver pitches to potential investors.
6. Foster a collaborative environment within the organization.

Please refer to the General Terms and Conditions of Employment as mentioned below.

QuadB - General Terms and Conditions of Employment

Segment 01 - Roles and Responsibilities:

- Your working hours shall be from 09:00 hours to 18:00 hours totaling 54 hours / week, which can be changed according to the convenience of the Management and for exigencies of work purely at the sole discretion of the Management.

- The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instruction assigned or communicated to you by the company and those in authority over you.

- You will observe working hours and holidays as applicable to your location and place of work. The company will expect you to work with diligence, integrity and a high standard of initiative, efficiency and economy. You will conform to such duties, directions and instructions assigned or communicated to you by the company and your superiors. As a Company policy you are entitled for

  18 days paid leave annually, maximum 1.5 in a month.

- You will devote you entire time and attention the work of the company and will not undertake any direct/ indirect business or work, honorary or remunerator, except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

- You shall neither divulge nor disclose to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of technical know-how, security arrangements administrative and/or details of technical know-how, security arrangements, administrative and/ or organizational matters of a confidential/ secret nature, which may be your privilege to know by virtue of your being the Company's employee.

- You shall keep confidential all the information and material provided to you by the company. You will also not release, use or disclose, except with the prior written permission of the company, such information as is already known to the public. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

- You will disclose to us forthwith any discovery, intervention, process, or improvement made or discovered by you while in the Company's service, and such discovery, intention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take our or apply for the Company's patent, licenses or other rights, privileges or protection as me be directed by the Company in respect of

any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and do all instruments, acts, deeds and things, which may be required by the Company for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in Company's favor of such other person or persons, firms or companies, as the Company may direct as the sole beneficiary thereof.

- You will not enter into any commitments or any dealings on behalf of the company for which you have no express authority nor alter or to be a party to any alteration of any principle or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

- You shall be fully responsible for timely compliance of all applicable statutes, laws, regulations, procedures of central/ state government, semi-government, autonomous appropriate authorities/ bodies and institutions that may be required by your position at any point of time.

Segment 02: Probation Period

- Your probation shall be for a period of **One month** from the date of joining. After which your fulltime position shall be confirmed.

- During probation period there will be no leave entitlement, and if any leave taken during the said period it will be on LOP (Loss of Pay)

Segment 03: Compensation:

- Your Total Gross salary during internship will be **INR 10,000** per Month.
- Your first salary will be credited only after completion of minimum 30 working days on 10th of any month.

Segment 04: Working Days & Attendance

The Working Hours for the Day are (Subject to change as per HR Policy revisions).

Days	Monday- Saturday
Timings	09.00 am to 18.00 pm.
Lunch Break	30 minutes (13:30 – 14:00)

- Maximum Punch in time is 09:00 AM for Monday to Saturday, failing to do so, that day will be considered as half day.
- You are expected to mark your attendance everyday as per given instructions, failing to do so, that day will be considered as half day.
- Leaving office premises in between for any personal reason will be considered as half day.
- In any month, if your leaves exceed by 6 then, your salary will be calculated

on the basis of your total working days, i.e. Sundays and other holidays won't be considered as paid leaves.

Segment 4: Termination

In case you would wish to terminate your employment with us:

- You can resign effectively from your services; however, a notice of one month is mandatory.
- If notice period is not served you will be liable to pay one month's salary as per the policy.
- The management reserves the right to waive of the notice period.
- The full and final settlement will be done after 30 days from your last working day or the final exit interview on 10th of any month.
- Your employment will/can be terminated if your negative incentive (to pay) exceeds your monthly salary, checked by incentive model.

- Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude any act of indiscipline or inefficiency.

Segment 5: General

- You will be covered by the services rules and regulations including conduct discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.

- Your appointment is made relying up to the information furnished and representation made by you from time to time.
- If any such information or representation is found to be incorrect or if any material information is later detected by us to have be suppressed by you or any action on your part is found to be in contravention to the condition stated herein, comp any will have the right to terminate you services any time.

Kindly sign the duplicate copy of this letter as a gesture on you having understood and accepted the terms and conditions

Also, you are requested to submit the following documents

1 Copy of this offer letter with your signature.

2 Copy of your address proof and ID proof

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Ludhiana, Punjab.

On behalf of all, I welcome you to QuadB Technologies, and wish you a great future!

Thanking you,

Vinayak Kalra
Director

Acknowledgement,



Karthiyaeni V

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Private & Confidential

Date 3/2/2021

To,

Congratulations
Candidate name: Nisarga R
College name: Dayananda Sagar Institutions
Aadhar card no.: 902145952092

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Delivery Centre Private Limited**

RUPESH TRIPATHI

Digitally signed by RUPESH TRIPATHI
Date: 2021.02.04 15:39:34 +05'30'

Accepted and Agreed

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name **Dated**

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

Happiest Minds Technologies Limited
Regd. Office: #53/1-4, Hosur Main Road,
Madivala (Next to Madivala Police Station),
Bangalore-560068, Karnataka, India
CIN of the Co. L72900KA2011PLC057931
P: +91 80 6196 0300, F: +91 80 6196 0700

Prajwal . **11-Jan-2022**

Dear **Prajwal**,

We are very happy to induct you as Intern at Happiest Minds Technologies Limited.

The offer will be valid till . Please send in your acceptance of this offer on or before the validity of this offer. This Offer letter shall remain in force for the period as specified in Annexure I.

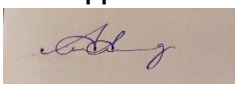
Please note, this offer letter becomes invalid and will stand automatically withdrawn by Happiest Minds, unless extended in writing.

Your work location will be at **BANGALORE** and will be reporting to **CHALUVAIYA RAMAMOHAN** . We expect that you will not engage in or do any other business or render any professional services on full time or part time basis during the course of your internship with us.
We expect you to keep the details of your internship strictly confidential and not divulge or disclose to any outsider or others either during your internship or after, any information related to the company, its employees or associates without the express approval of the company undersigned. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation to the company and its associates.

You are requested to acknowledge by returning the signed duplicate of this letter mentioning date of joining as a token of acceptance of the internship offer.

On the date of joining you will be signing the forms of Information security code of conduct, NDA and conflict of interest
We expect you will strictly follow all the information security policies and procedure of Happiest Minds.

For Happiest Minds Technologies Limited



ANANTH NAG J R,
SENIOR MANAGER-TALENT ACQUISITION

I have gone through the offer letter and Terms and conditions. I accept the same

Name: **Prajwal .**

Signature with Date

happiest minds
The Mindful IT Company
Born **Digital** . Born **Agile**

Annexure I

A. Details of the Assignment:

1. Name: **Prajwal .**

2. Work Location: **BANGALORE**

3. Name of the Reporting Manager: **CHALUVAIYA RAMAMOHAN**

4. Duration: **month(s)**

Start Date: **11-Jan-2022** End Date: **08-Apr-2022**

5. Stipend: INR - 15000 - Per Month

ACUITY
KNOWLEDGE PARTNERS

Summary of Employment Terms – RASHMI R M	
Date of Joining	19-May-22
Job Title/Designation	Analyst
Total Cost to Company	INR 524,119
Annual Performance Bonus	You will be eligible for a discretionary bonus in recognition of your efforts payable in February 2023 on a pro-rata basis post closure of performance year. Your eligibility for annual performance based bonus will be in line with the company Performance Bonus Plan and is at sole discretion of management.
Performance Evaluation & Salary Revision	Performance evaluation is conducted once a year in the month of January, for the period of January to December of previous year. Any salary revision following performance evaluation will be effective 1st April 2023 on a pro-rata basis.
Medical Insurance Cover	*Refer Annexure II for details*
Group Term Life Insurance Cover	*Refer Annexure II for details*
Timing / Work Hours	9.30 AM – 6.30 PM * **While Company follows a five day work week and normal working hours, the Employee hereby agrees to work flexible working hours when mandated by client requirements and/ or at the reporting manager's discretion.**
Provident Fund	Company will make statutory contributions to the Central Provident Fund as required by Indian law.
Restrictions on Share Trading	You are not allowed to trade in the securities in companies listed in any country covered by Company analysts. This rule effectively eliminates the US, UK and several countries in Asia. Details of the share trading restrictions appear in the Compliance Manual
Annual Leave	Employees are eligible to a maximum of 40 leaves per calendar year as follows: 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves * You will be provided detailed leave policy & applicable rules on joining the organization.

ACUITY
KNOWLEDGE PARTNERS

Salary Break UP

NAME	:	Rashmi R M		
DESIGNATION	:	Analyst		
DATE OF JOINING	:	19-May-22		
LOCATION	:	Bangalore		
COST TO COMPANY	:		INR	495,000
FIXED SALARY	:		INR	450,000
PERFORMANCE BONUS	:		INR	45,000

SALARY COMPONENTS (INR)	MONTHLY		YEARLY	
BASIC SALARY	INR	18,750	INR	225,000
HOUSE RENT ALLOWANCE	INR	7,500	INR	90,000
SPECIAL ALLOWANCE*	INR	9,450	INR	113,400
PROVIDENT FUND (Employer Contribution)**	INR	1,800	INR	21,600
(A) TOTAL FIXED (Pre Tax)	**INR**	**37,500**	**INR**	**450,000**
(B) GRATUITY* (INR)**	**INR**	**901**	**INR**	**10,817**
(C) MEDICAL INSURANCE PREMIUM** (INR)**	**INR**	**1,231**	**INR**	**14,777**
(D) TERM LIFE INSURANCE PREMIUM*** (INR)**	**INR**	**285**	**INR**	**3,417**
(E) ACCIDENT INSURANCE PREMIUM**** (INR)**	**INR**	**9**	**INR**	**108**
TOTAL COST TO COMPANY (A) + (B) + (C) + (D) + (E) + (Performance Bonus)			**INR**	**524,119**

Page 1

*Please refer to the Annexure I for details on Special Allowance

**PF shown above is at minimum contribution i.e. INR 1,800. It can be increased to up to 12% of your basic pay, however there will be no change in the CTC. This is a one time option available to opt for a mandatory minimum (INR 1800) or 12% of Basic Pay.

***Gratuity as per prevailing laws.

****Medical insurance premium paid by the company covers self, spouse and 2 kids.

*****Group Term Life Insurance premium paid by the company covers the employee.

******Group Accident Insurance premium paid by the company covers the employee.

REFER Annexure II for details on other BENEFITS

ACUITY
KNOWLEDGE PARTNERS

Annexure I

Special Allowance (Flexi Components)

We are committed to providing market competitive pay benefits to our employees. We strive to provide you with a wide menu of tax saving elements which constitute your special allowance.

Options	Monthly	Yearly
Meal Coupons	Fixed at INR 2200	Fixed at INR 26400
Telephone Reimbursement	Fixed at INR 2000	Fixed at INR 24000
LTA	Fixed at INR 3000 or 5% of Basic	Fixed at INR 36000 or 5% of Basic
Books & Periodicals	INR 1000	INR 12000
Car Running & Maintenance Reimbursement	INR 1800 for all vehicles below 1600 cubic capacity and INR 2400 for all vehicles above 1600 cubic capacity	INR 21600 for all vehicles below 1600 cubic capacity and INR 28800 for all vehicles above 1600 cubic capacity
Uniform Allowance	Fixed at INR 2000	Fixed at INR 24000

You will be eligible for total special allowance as per the CTC letter. Employees get the flexibility to choose any/all of the above mentioned elements to create a tax efficient salary structure as per their need. Tax benefits on the above mentioned options is subject to submission of bills. If bills are not submitted by the end of financial year, the amount is paid to employees post applicable tax deductions.

ACUITY
KNOWLEDGE PARTNERS

Annexure II

BENEFITS at a glance

Leaves	Acuity Knowledge Centre (India) Private Ltd. offers its employees an inclusive Leave Policy, which is one of the best in the industry. Our Annual Leave Policy allows employees to take a total of 40 leaves in a year. This includes 18 Planned / Paid Leaves 12 Casual / Sick Leaves 10 Public / Preferred Leaves
i) Maternity Leaves	Female employees are eligible for 26 weeks of maternity leaves as per law
ii) Paternity Leaves	Male employees are eligible for paternity leaves of 5 working days
iii) Bereavement Leaves	Employees are eligible for Bereavement/Compassionate leave for 3 working days in the event of the death of an immediate family member

Group Medical Insurance	Acuity Knowledge Centre (India) Private Ltd. cares for its employees as well as their family. We have a comprehensive Group Medical Coverage for all employees to meet expenses, which arise due to hospitalization. Employees and their immediate family (Spouse, 2 dependent children of 25 yrs.' of age) are provided with a floater sum insured of INR 3 Lakhs. This medical coverage provides you a maternity benefit of INR 50,000.

Group Term Life Insurance	Acuity Knowledge Centre (India) Private Ltd. values the zeal and dedication with which its employees contribute towards the success of this organization. Accordingly, health and wellness of our employees and their family have always been an integral part of our benefits strategy. All Acuity employees are entitled to a term life insurance with a sum insured of 3 times their Fixed Salary depending on the designation of the employee.

Parental Insurance	All Acuity Knowledge Centre (India) Private Ltd. employees are eligible to avail the self-funded parental insurance cover of INR 2 Lacs for their parents/parent–in –laws at highly competitive prices. The company has negotiated best price for the benefits of staff members.

Accidental Death Insurance	All the Acuity Knowledge Centre (India) Private Ltd. employees are offered an Accidental Death Insurance cover. As per this benefit, in case of an accidental death of an employee, the immediate family members are entitled to get 2 times of the fixed annual salary of the deceased employee.

National Pension Scheme (NPS)	Acuity Knowledge Centre (India) Private Ltd. gives various options to employees to structure their salary and save taxes. Salary can be made more tax – efficient by enrolling for National Pension Scheme. It is a voluntary benefit wherein employees can opt and get tax benefit as applicable under law.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

MR.Kiran K R,

 # 5-68/1A, Nisarga Layout, Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear MR.Kiran K R,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR Kiran K R
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name Mr. Kiran K R

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

MR.Manoj G Shet,

 # 5-68/1A, Nisarga Layout, Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear MR.Manoj G Shet,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR MANOJ G SHET
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

HINDUJA HOUSING FINANCE

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name Mr. Manoj G Shet

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

Mr. Sagar M Mamadapur,
Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear Mr. Sagar M Mamadapur,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR SAGAR M MAMADAPUR
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

HINDUJA HOUSING FINANCE

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name Mr. Sagar M Mamadapur

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

Mr. Yajnesh S Jathanna,
Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear Mr. Yajnesh S Jathanna,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR YAJNESH S JATHANNA
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

HINDUJA HOUSING FINANCE

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name Mr. Yajnesh S Jathanna

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

MR.Yuvaraj N D,

 # 5-68/1A, Nisarga Layout, Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear MR.Yuvaraj N D,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR.YASHAVANTHKUMAR H
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name MR.Yuvaraj N D

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

HINDUJA HOUSING FINANCE

Date :19-May-2022 **OPN NUMBER : 2223KABNBNHFOPN00126**

To,

MR.Ashwin Jayaram Shetty,

 # 5-68/1A, Nisarga Layout, Bangalore, Karnataka

Subject: Offer for the Position of MANAGEMENT TRAINEE

Dear MR.Ashwin Jayaram Shetty,

Welcome to Hinduja Housing Finance.

With reference to your application and subsequent interviews you have had with us, we are pleased to offer you a position in our organization on the following terms and conditions.

Place of Work	**BANGALORE**
Designation	**MANAGEMENT TRAINEE**
Joining Date	**27-May-2022**
Reporting to	**Mr.SRINIVAS D, AREA HEAD CREDIT**

Cost to Compensation(CTC): Rs. 400006/- (Rupees Four Lakh Six only).

Your compensation is strictly confidential and may not be shared with anyone or used as an instrument to negotiate any other offers.

Probation: You will be on probation for a period of six months from your date of joining the Company. During the period of probation, your employment can be terminated without any notice or assigning any reasons thereof on either side. On confirmation, your employment can be terminated by three months' notice or pay in lieu thereof on either side.

Hours of work: You will observe such hours of work weekly or other holidays, as may be observed by the department in which you are placed from time to time

Transferability: You may be employed at any of the establishments of the company and your services will be subject to inter- departmental or inter- establishment transfers, temporarily or permanently.

Holidays/Leave: Besides employer’s declared holidays, employee is eligible for leaves as per the company’s leave policy

Provident Fund: You will be participating in Statutory Provident Fund deduction. The Company will contribute a monthly amount equivalent to your contribution @ 12% of your basic salary. This is inclusive of statutory remittance by the company towards Employee Pension Scheme maintained with the Regional Provident Fund Commissioner.

Gratuity: You will be entitled to receive Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Insurance: You will be covered under our GMC, GPA Insurance Scheme as per rules in force.

Retirement Age : 58 years

Your employment is governed by the rules, regulations, policies and Code of Conduct of the Company, force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

This offer is valid till 27-May-2022, and would request you to return us the enclosed duplicate of this letter after signing in the space marked below as a token of your formal acceptance of the foregoing terms and conditions.

At the time of joining us, you are requested to produce all the documents as per the Annexure - A to complete your joining formalities.

We hope that this will be the beginning of a long and mutual satisfactory association between us.

HINDUJA HOUSING FINANCE

Annexure – I	
Name	MR ASHWIN JAYARAM SHETTY
Designation	MANAGEMENT TRAINEE
Grade	MT
Location	BANGALORE
Salary Components	
BASIC	10,854
HRA	5,427
CONVEYANCE	800
LTA	905
MEDICAL ALLOWANCE	1,250
SPECIAL ALLOWANCE	11,776
Gross Total	31,012
Sub Total A	372,144
PERFORMANCE PAY **	0
Sub Total B	0
Retirals (Company contribution) :	
PF	21,600
Gratuity	6,262
Sub Total 'C'	27,862
Total Fixed CTC per annum 'A'+'C'	400,006
Total CTC Including Variable Pay	400,006

Yours faithfully

For HINDUJA HOUSING FINANCE LIMITED,



Authorized Signatory

I accept the offer for the position as mentioned above with the offered salary package & terms and conditions as communicated to me at the time of offer rollout.

Signature of the Employee

Annexure – A

The following documents / information need to be furnished at the time of joining-

Sl. #.	Particulars
1	* 5 Color Passport-size latest Photographs
2	1 Color latest photographs of Family (Dependents for ESI) (if and as applicable)
3	Photocopies of your 10th / 12th / Diploma / Degree Mark Sheets & Certificates
4	* Photocopy of your Age, Address and ID Proof
5	Photocopy of your Passport (first 2 and last 2 sheets)
6	* Photocopy of your PAN Card
7	* Photocopy of experience letter from your previous organization
8	Photocopy of relieving order from your previous organization
9	* Salary Proof – Photocopy of your salary certificate from the previous employer or your pay slip(last 3 months) and bank statements(last 3 months)
10	Blood Group information – Your, Spouse and 2 children (as applicable)
11	Medical Certificate and Reports as per Annexure B. You will be reimbursed Rs.1600/- for medical checkup. (originals to be submitted to company on or before joining date

* All these documents are mandatory

** All relevant original documents also to be furnished; would be returned after verification

Annexure B

PRE-EMPLOYMENT MEDICAL CHECK UP FORM

TO BE DONE AT SRL DIAGNOSTICS ONLY

Date 19-May-2022

To

Employee Name Mr. Ashwin Jayaram Shetty

Designation MANAGEMENT TRAINEE

Kindly get yourself checked medically for the following.

Basic Health Screening

Haemogram (TC,DC, Hb, PCV, platelet count)

Blood group & Rh Type

Peripheral smear

Urine Exam

Stool Exam

Fasting Blood Sugar

Post prandial blood sugar

Urea

Creatinine

Lipid profile

Resting ECG

X-Ray Chest

Please submit the medical checkup report originals to the undersigned on your joining date.

4 April 2022

Anita Chapparmani
Home 974 S M Krishna Nagar Gadag Betageri
Gadag

Dear Anita

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **27 April 2022**. Please report to the undersigned on **27 April 2022** at 09:00 AM at **"HSBC Electronic Data Processing (India) Pvt. Ltd. Building 1A ,RMZ Ecospace, Marathahalli - Sarjapur Outer Ring Rd, Devarabisanahalli, Bellandur, Bangalore , Karnataka 560103, India "** . Please note that this offer of employment is conditional to the Company receiving from you, on or before **4-Apr-22**, all relevant information and documents for background verification checks, as listed out in Annexure **"BGV checklist of documents"**. This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

JOB TITLE: Analyst

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

PAY

Your commencing remuneration – Total Cost will be INR 77**5,000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of INR **800000** per annum and under Personal Accident Insurance for a sum of INR **2544066**. You will also be covered under Life Insurance for a sum of INR **2907504** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Each year your performance will be reviewed and if a performance award (bonus) is applicable, this will usually be paid in March for your assessed performance in the preceding year.

SALARY ARRANGEMENTS

The Company will undertake an annual review of salaries, normally in March, and will notify all staff of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

In the event of an Income tax liability or any other tax liability inclusive of any statutory charges arising as a result of your employment with HDPI these will be borne by yourselves and HDPI shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with HDPI.

DEDUCTIONS FROM PAY

When your employment ends, if the number of day's annual leave you have taken exceeds your pro-rata entitlement for the holiday year, an appropriate deduction will be made from your final pay.

Any leave balance outstanding in your name may be encashed subject to the discretion of the management.

If you are summarily dismissed, or leave the company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

HOURS OF WORK

Your working week will consist of 45 working hours. Your weekly day off need not necessarily be on Sundays.

SHIFT WORKING

The company may at any time on issuance of one month’s prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster.

ADDITIONAL HOURS

The company aims to ensure that persistently working extra hours is avoided. However, occasions may arise when you may be required to work beyond your normal hours. In these circumstances, you will be entitled to an overtime pay for every half an hour worked over and above 45 hours a week.

ANNUAL LEAVE

The company’s holiday year runs from the first day of January to the last day of December in the same year.

The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year is 34 for all employees.

Employees with less than 1 years' service receive a proportional amount of annual leave entitlement.

You are required to take annual leave as mandatory leave as per the company guidelines.

Further information on rules applicable to the granting or taking of annual leave is available in your place of work.

ABSENCE FROM WORK

No salary will be paid for periods of unauthorized absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorized absence due to sickness, subject to any service criteria that may exist from time to time.

PLACE OF WORK AND MOBILITY

Your location will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the company or within different companies within the HSBC Group. A change of your place of residence may be required from time to time and you may be transferred from one city to another at the discretion of the management.

RETIREMENT

Normal retirement in the company is at age 60. Your employment will terminate automatically at the end of the month in which your 60th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the company doctor.

RULES AND REGULATIONS

HSBC Electronic Data Processing India Private Limited, a member of the HSBC Group, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

During the term of your employment with the Organization, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by HSBC. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including termination of employment.

In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to HSBC immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information to the Bank as soon as practicable after the occurrence of such an event may result in disciplinary proceedings up to and including termination.

In the event that your duties require successful completion/certification of mandatory training such as Anti- Money laundering/ Sanctions modules etc. as prescribed by HSBC, you will need to ensure that this is successfully completed within the stipulated time period. In the event that you are unsuccessful, the management reserves its rights to either redeploy you to other duties or take suitable steps as deemed appropriate.

If your terms of employment are covered under any treaty of co-operation or MOU with any friendly nation and India, such employment shall cease immediately on withdrawal of such co-operation or MOU or a change in such agreement with India which has a significant impact on the terms of such employment including but not limited to duration, work permits or visa requirements, minimum remuneration requirements. However, should such change be minimal to an extent of change in documentation or approval procedures it shall be incumbent on the employee to get such documentation or approval obtained, from such appropriate authorities as required, failing which the employment shall cease immediately from such date of change.

Other specific rules and regulations that may apply in your place of work will be available to you immediately after commencement of your employment. These may be altered or modified from time to time by notice to you or by Company Circular.

SECRECY

As a condition of employment, all employees are required to sign and return the company's Declaration of Secrecy Agreement that pledges confidentiality on all business matters appertaining to the HSBC Group, its subsidiaries, the company, and its customers. A copy is enclosed with this letter, for signature and return.

PERSONAL DATA

Data relating to your job application and as an employee of HDPI, will be held on a Global HR database. Such data will be processed for human resources administration purposes. Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people. Vide acceptance to this offer letter; you consent to the above arrangements.

Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people.

A form of consent to these arrangements is enclosed with this letter for signature and return.

UNAUTHORISED SOFTWARE AND SYSTEMS ACCESS

You are required to sign a declaration concerning the company's rules on the above. A copy is enclosed with this letter for signature and return.

STAFF DEALING PROCEDURES

Personal dealing in securities by company employees is subject to specific procedures, which may be amended from time to time, that must be strictly observed at all times. A copy of the current guidelines to staff will be made available to you when you commence employment. You are required to read it and familiarize yourself with it as soon as possible.

DATA PROTECTION

Under the company's policies, all employees have a responsibility to ensure that computerized data is accurate and is kept secure. Unauthorized disclosure of personal data is a serious offence and can result in prosecution. Therefore, you must ensure that you:

do not disclose personal data without authority
do not access information or systems directly relevant to each task
do not treat personal data carelessly
lock all printouts away when not in use
do not disclose your computer password to any unauthorized person

Many employee details are maintained on a computerized database. A copy of your details will be forwarded to you from time to time and, in accordance with company policies a copy will be made available on written request.

Under the company's policies, it is important that the company's internal, restricted or highly restricted personal records are maintained as accurately as possible. You must notify the company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

NOTICE PERIOD

TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of Gross Misconduct you are entitled to a minimum notice of termination of **2** months from the company, or pay in lieu of notice period.

During probation, you are entitled to a minimum notice of termination of 1 month or pay in lieu of notice period.

The company's notice may be handed to you personally or sent to your last recorded address.

The company reserves the right to ask that you no longer attend your place of work for the duration of your notice period.

TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one month notice in writing. Post confirmation, you are required to give the company a minimum of **2** months notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

RIGHT OF THE COMPANY

The Company reserves the right to change any terms and conditions related to employment, mentioned in the Offer Letter and the Rules and Regulations governing the conduct of the employee in the Company.

Such change would be intimated by the Company through an internal communication to the employees at large.

ACCEPTANCE

We would be grateful if you could kindly complete and return the copy of this letter by way of written acceptance of this offer. For the purpose of obtaining your present employer's reference may we say that acceptance will constitute your permission to write for this information. If we do not hear from you within 10 days from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We sincerely hope that you will accept this appointment and look forward to hearing from you in the near future.

Yours sincerely

"This is a computer generated letter and hence no signature is required"

ANNEXURE

Name: **Anita Chapparmani**

Designation: **Analyst**

Basic Salary (A):	286,281.00
Flexible Allowance Package: (B)	440,595.00
Total Cash (A+B):	**726876**
Companies Contribution of Provident Fund (C):	34,354.00
Gratuity (D):	13,770.00
Total CTC (A+B+C+D):	**775,000**

* Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable

* EPFO guidelines for International Worker applicable

* The basic ceiling for computing Employee Pension Fund would not be applicable for International Worker

* Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time

* As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f April 2010 will deduct Tax at Source at rates higher than normal as per norms.

“This is a computer generated letter and hence no signature is required”

Attachments

- **HR 2.01 F4 - Pre- Employment Medical Questionnaire.pdf**
- **HR 2.01 F5 - Unauthorized Software Declaration.pdf**
- **HR 2.01 F6 -Form of Declaration of Secrecy.pdf**
- **INTERNET BROWSER REQUEST - TERMS AND CONDITIONS.pdf**
- **HR 2.01 F10 - Data Consent Form.pdf**

Offer electronically accepted by: Chapparmani, Anita
Offer electronically accepted on: 04-Apr-2022 10:41
Offer electronically accepted from: 223.231.170.34

4 April 2022

Shrilaxmi Mohana Hegde
Shisi

Dear Shrilaxmi Mohana Hegde

Further to your recent interview, I am pleased to o er you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of 27 April 2022. Please report to the undersigned on 27 April 2022 at 09:00 AM at "HSBC Electronic Data Processing (India) Pvt. Ltd. Building 1A ,RMZ Ecospace, Marathahalli - Sarjapur Outer Ring Rd, Devarabisanahalli, Bellandur, Bangalore , Karnataka 560103, India " . Please note that this offer of employment is conditional to the Company receiving from you, on or before 4-Apr-22, all relevant information and documents for background verification checks, as listed out in Annexure "BGV checklist of documents". This o er of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

JOB TITLE: Analyst

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

PAY

Your commencing remuneration – Total Cost will be INR **775,000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of INR **800000** per annum and under Personal Accident Insurance for a sum of INR **2544066**. You will also be covered under Life Insurance for a sum of INR **2907504** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Each year your performance will be reviewed and if a performance award (bonus) is applicable, this will usually be paid in March for your assessed performance in the preceding year.

SALARY ARRANGEMENTS

The Company will undertake an annual review of salaries, normally in March, and will notify all staff of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

In the event of an Income tax liability or any other tax liability inclusive of any statutory charges arising as a result of your employment with HDPI these will be borne by yourselves and HDPI shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with HDPI.

DEDUCTIONS FROM PAY

When your employment ends, if the number of day's annual leave you have taken exceeds your prorata entitlement for the holiday year, an appropriate deduction will be made from your final pay.

Any leave balance outstanding in your name may be encashed subject to the discretion of the management.

If you are summarily dismissed, or leave the company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

HOURS OF WORK

Your working week will consist of 45 working hours. Your weekly day off need not necessarily be on Sundays.

SHIFT WORKING

The company may at any time on issuance of one month’s prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster.

ADDITIONAL HOURS

The company aims to ensure that persistently working extra hours is avoided. However, occasions may arise when you may be required to work beyond your normal hours. In these circumstances, you will be entitled to an overtime pay for every half an hour worked over and above 45 hours a week.

ANNUAL LEAVE

The company’s holiday year runs from the first day of January to the last day of December in the same year.

The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year is 34 for all employees.

Employees with less than 1 years' service receive a proportional amount of annual leave entitlement.

You are required to take annual leave as mandatory leave as per the company guidelines.

Further information on rules applicable to the granting or taking of annual leave is available in your place of work.

ABSENCE FROM WORK

No salary will be paid for periods of unauthorized absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorized absence due to sickness, subject to any service criteria that may exist from time to time.

PLACE OF WORK AND MOBILITY

Your location will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the company or within different companies within the HSBC Group. A change of your place of residence may be required from time to time and you may be transferred from one city to another at the discretion of the management.

RETIREMENT

Normal retirement in the company is at age 60. Your employment will terminate automatically at the end of the month in which your 60th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the company doctor.

RULES AND REGULATIONS

HSBC Electronic Data Processing India Private Limited, a member of the HSBC Group, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

During the term of your employment with the Organization, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by HSBC. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including termination of employment.

In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to HSBC immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information to the Bank as soon as practicable after the occurrence of such an event may result in disciplinary proceedings up to and including termination.

In the event that your duties require successful completion/certification of mandatory training such as Anti- Money laundering/ Sanctions modules etc. as prescribed by HSBC, you will need to ensure that this is successfully completed within the stipulated time period. In the event that you are unsuccessful, the management reserves its rights to either redeploy you to other duties or take suitable steps as deemed appropriate.

If your terms of employment are covered under any treaty of co-operation or MOU with any friendly nation and India, such employment shall cease immediately on withdrawal of such cooperation or MOU or a change in such agreement with India which has a significant impact on the terms of such employment including but not limited to duration, work permits or visa requirements, minimum remuneration requirements. However, should such change be minimal to an extent of change in documentation or approval procedures it shall be incumbent on the employee to get such documentation or approval obtained, from such appropriate authorities as required, failing which the employment shall cease immediately from such date of change.

Other specific rules and regulations that may apply in your place of work will be available to you immediately after commencement of your employment. These may be altered or modified from time to time by notice to you or by Company Circular.

SECRECY

As a condition of employment, all employees are required to sign and return the company's Declaration of Secrecy Agreement that pledges confidentiality on all business matters appertaining to the HSBC Group, its subsidiaries, the company, and its customers. A copy is enclosed with this letter, for signature and return.

PERSONAL DATA

Data relating to your job application and as an employee of HDPI, will be held on a Global HR database. Such data will be processed for human resources administration purposes. Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people. Vide acceptance to this offer letter; you consent to the above arrangements.

Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people.

A form of consent to these arrangements is enclosed with this letter for signature and return.

UNAUTHORISED SOFTWARE AND SYSTEMS ACCESS

You are required to sign a declaration concerning the company's rules on the above. A copy is enclosed with this letter for signature and return.

STAFF DEALING PROCEDURES

Personal dealing in securities by company employees is subject to specific procedures, which may be amended from time to time, that must be strictly observed at all times. A copy of the current guidelines to staff will be made available to you when you commence employment. You are required to read it and familiarize yourself with it as soon as possible.

DATA PROTECTION

Under the company's policies, all employees have a responsibility to ensure that computerized data is accurate and is kept secure. Unauthorized disclosure of personal data is a serious offence and can result in prosecution. Therefore, you must ensure that you:

do not disclose personal data without authority
do not access information or systems directly relevant to each task do not treat
personal data carelessly lock all printouts away when not in use
do not disclose your computer password to any unauthorized person

Many employee details are maintained on a computerized database. A copy of your details will be forwarded to you from time to time and, in accordance with company policies a copy will be made available on written request.

Under the company's policies, it is important that the company's internal, restricted or highly restricted personal records are maintained as accurately as possible. You must notify the company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

NOTICE PERIOD TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of Gross
Misconduct you are entitled to a minimum notice of termination of **2** months from the company, or pay in lieu of notice period.

During probation, you are entitled to a minimum notice of termination of 1 month or pay in lieu of notice period.

The company's notice may be handed to you personally or sent to your last recorded address.

The company reserves the right to ask that you no longer attend your place of work for the duration of your notice period.

TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one month notice in writing. Post confirmation, you are required to give the company a minimum of **2** months notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

RIGHT OF THE COMPANY

The Company reserves the right to change any terms and conditions related to employment, mentioned in the Offer Letter and the Rules and Regulations governing the conduct of the employee in the Company.

Such change would be intimated by the Company through an internal communication to the employees at large.

ACCEPTANCE

We would be grateful if you could kindly complete and return the copy of this letter by way of written acceptance of this offer. For the purpose of obtaining your present employer's reference may we say that acceptance will constitute your permission to write for this information. If we do not hear from you within 10 days from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We sincerely hope that you will accept this appointment and look forward to hearing from you in the near future.

Yours sincerely

"This is a computer generated letter and hence no signature is required"

ANNEXURE

Name: **Shrilaxmi Mohana Hegde**
Designation: **Analyst**

Basic Salary (A):	286,281.00
Flexible Allowance Package: (B)	440,595.00
Total Cash (A+B):	**726876**
Companies Contribution of Provident Fund (C):	34,354.00
Gratuity (D): 13,770.00 **Total CTC (A+B+C+D): 775,000**	

* Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax andother statutory deductions that may be applicable

* EPFO guidelines for International Worker applicable

* The basic ceiling for computing Employee Pension Fund would not be applicable for International Worker

* Any other relevant Compensation & Benefits related matter shall be governed by the servicerules and policies in force and applicable from time to time

* As per IT Act, it is mandatory for all individuals working in India whose receipts are subjectto deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f April 2010 will deduct Tax at Source at rates higher than normal as per norms.

"This is a computer generated letter and hence no signature is required"

Attachments

- HR 2.01 F4 - Pre- Employment Medical Questionnaire.pdf
- HR 2.01 F5 - Unauthorized Software Declaration.pdf
- HR 2.01 F6 -Form of Declaration of Secrecy.pdf
- INTERNET BROWSER REQUEST - TERMS AND CONDITIONS.pdf
- HR 2.01 F10 - Data Consent Form.pdf

O er electronically accepted by: Chapparmani, Anita

O er electronically accepted on: 04-Apr-2022 10:41

O er electronically accepted from: 223.231.170.34

Dear Kruthika Reddy,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Kruthika Reddy

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Kruthika Reddy
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policyAs
Mobile Phone Connection	per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-ratabased on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the MBA Fresher (or equivalent) pay grade of PwC SDC subject to successful completionof the MBA (or equivalent) examinations and submission of the necessary mark-sheets /certificates within 6 months from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay gradeof PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to youby or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in thisagreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is 21/11/1991 / 1999 will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of six months from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you mayterminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility andyou will be expected to complete your assigned duties as a professional within the required time frame. Depending onbusiness circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusiveproperty of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Companyand/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest orclose out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requestedby the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financialrelationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will berequired to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information
requested by the Company to verify your declaration. After commencing employment with the Company, if itis later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further, you must abide/comply withCompany's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may includetransferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as longas may be necessary given the purposes for which it was collected. If you have any questions or concerns about howthe Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients.To achieve this, the Company has an effective set of risk management policies, processes and procedures. All teammembers are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes whenundertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading.Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notesand plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only asnecessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediatelynotified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoingobligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce theCode of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code ofconduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased orlicensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institutewithin two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in theevent you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that suchstaff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen forsuch training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fullyentitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it isclarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall beyour personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leasedassets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall bethe two months or as specified in the HC Policy of Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so inwriting, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the servicesof the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company orcorporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity withwhich such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect tothe spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen)days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to FirstInformation Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on thenature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card)either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities onme.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into theCompany and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty maylead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopersLLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service DeliveryCenter (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Kruthika Reddy

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("PwC SDC"), which were duly accepted by me and constitute my offer letter with PwC SDC ("Offer Letter").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Kruthika Reddy

Requisition ID # HC#IND/14350/14

Resume ID # RES/524287/14 **22-Jul-2022**

To,
Ms. Anushya Devi P,
Bangalore

Dear Anushya Devi P,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Project Coordinator** in our Company as detailed below:
Your appointment is effective from the date of joining, which is tentatively **17, August, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **17, August, 2022.** During this period your total Compensation will be **Rs. 500,000 p.a. (Rupees Five Lakhs only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.
5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)
6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I, **Ms. Anushya Devi P,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **17, August, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	2,12,500	17,708
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	95,704	7,975
HRA	31,875	2,656
Communication	12,000	1,000
Sub Total 1	**3,52,079**	**29,340**
Retiral Components		
Provident Fund	25,500	2,125
Gratuity	10,221	852
Sub Total 2	**35,721**	**2,977**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**4,25,000**	35,417
Annual Payout	50,000	4,167
Variable Pay - On a rating of 3	25,000	2,083
Cost to Company (CTC)	**5,00,000**	**41,667**
Deductions		
Employee Provident Fund	25,500	2,125
Retirals		
Employer Provident Fund	25,500	2,125
Gratuity	10,221	852
Total	**61,221**	**5,102**
Net Take home (without TDS)	**3,63,779**	**30,315**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 25,000/-p.a. (Rupees Twenty-Five Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the

payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 50,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

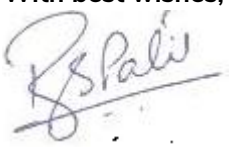
- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Requisition ID # HC#IND/15498/14

Resume ID # RES/512241/14 **01-Apr-2022**

To,
Mr.Ashil C Thomas,
Bangalore

Dear Ashil C Thomas,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Trainee - Campaign Management** in our Company as detailed below: Your appointment is effective from the date of joining, which shall be as soon as possible but not later than **01June,2022** You will be based at our **Bangalore - Manyata Tech Park** detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A : Level 1 Campaign and Channel Operations**

2. **Probation Period:** You will be on probation for a period of 6 months from the date of your appointment. Your probation period can be further extended, at the discretion of the Company, depending upon your performance.

3. **Cost to Company: Rs. 400,000 p.a.(Rupees Four Lakhs Only per annum)**.A detailed breakup is mentioned in Annexure A.

4. **Working Hours:** We work from **Monday to Friday**, **9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the business requirements / policies and exigencies of work.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Exclusiveness**: Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company.

7. **Deployment, Transfer and Travel:** You will be liable to be deployed, transferred in such capacity as the Company from time to time determines to any other location, department, establishment, factory or branch of the Company or its affiliate, associate, subsidiary companies. On transfer, you will be governed by the terms and conditions of services as applicable. You will also be required to undertake travel on Company work. You will be reimbursed all expenses incurred by you towards travel, local conveyance, boarding and lodging as per the Company policy.

8. **Statutory Obligations**: You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy.

9. **Confidentiality and Non-competition**: You hereby confirm that you will conform to the Confidentiality, Protection of Interest and Non-compete undertaking, which is applicable from time to time.

10. **Performance:** Your performance will be assessed and appraised annually as per the performance appraisal/evaluation process or any other mechanism implemented by the Company from time to time depending on the roles and responsibilities assigned to you. Any review in compensation, role, designation, and band level will be subject to annual review or in line with the process as applicable from time to time, subject to performance and fulfillment of all eligibility criteria and contribution.

11. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children)if applicable for ESI Benefits (see annexure A)

6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I **Ashil C Thomas,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **01 June, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	189,996	15,833
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	80,364	6,697
HRA	28,499	2,375
Communication	12,000	1,000
Sub Total 1	**310,859**	**25,905**
Retiral Components		
Provident Fund	22,800	1,900
Gratuity	9,139	762
Sub Total 2	**31,938**	**2,662**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**380,000**	31,667
Variable Pay - On a rating of 3	20,000	1,667
Cost to Company (CTC)	**400,000**	**33,333**
Deductions		
Employee Provident Fund	22,800	1,900
Retirals		
Employer Provident Fund	22,800	1,900
Gratuity	9,139	762
Total	**54,738**	**4,561**
Net Take home (without TDS)	**325,262**	**27,105**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 20,000/-p.a.(Rupees Twenty Thousand only per annum)** (TDS will be

applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay.The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **ESI (Employee State Insurance):**

  As per the statutory rules and regulations you would be covered under the ESIC scheme, the current contribution is @ 3.25% and 0.75% of monthly CTC, by the employer and employee respectively. Please note that you would not be eligible for the Mediclaim Policy of the company during this time.

  Note: As per the ESI rules, any changes in ESI coverage as announced by the Government through the official gazette becomes applicable to all employees who fall within the criteria as specified in the statutory norms.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

Other Benefits

- **Mediclaim Insurance:**

  Employee and the family would be covered under the Mediclaim Insurance as per your Band & Level (refer to the table below). As per the company policy, the company would bear the premium cost and a nominal amount would be recovered from you on a monthly basis. The company reserves the right to modify the amount recovered based on the increasing healthcare/insurance premiums.

Band	Insurance Coverage	Employee Contribution per month
A	**Rs. 4,50,000**	**Rs. 235**
B	Rs. 6,00,000	Rs. 340
C, D & E	Rs. 7,50,000	Rs. 535
Note: Family includes immediate spouse, children, parents or parents-in-law – a total of 6 members only		

- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15 lacs** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Requisition ID # HC#IND/14350/14

Resume ID # RES/524287/14 **22-Jul-2022**

To,
Ms. Shashank A S,
Bangalore

Dear Shashank A S,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited).** We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Project Coordinator** in our Company as detailed below:
Your appointment is effective from the date of joining, which is tentatively **17, August, 2022.** Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

1. **Band, Level & Department: A: Level 2 People Practice & Operations**

2. **Scope of Training**: The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

3. **Training Period**: Your Training Period will be for a period of twelve months (12 months), starting with effect from **17, August, 2022.** During this period your total Compensation will be **Rs. 500,000 p.a. (Rupees Five Lakhs only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.

5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.

6. **Timings**: We work from **Monday to Friday, 9:00 AM to 6:30 PM,** during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.

8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.

9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.

    1. You are required to submit the following documents:
        a. Educational proofs - Convocation Certificate / Final Marksheet
        b. Professional proofs-
            i. Relieving letters and experience certificates
            ii. Pay slips from previous employer before joining
        c. Such other documents as may be necessary as per client project requirements.

    2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

    If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

   Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.
5. **Photographs**:
   a) Self: four passport-size photographs.
   b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)
6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.

2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship

3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I, **Mr. Shashank A S,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **17, August, 2022.**

Please sign your acceptance_____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	2,12,500	17,708
Flexible Benefit Components (FBC) * Personal Pay * Other Flexible Components (OFC)	95,704	7,975
HRA	31,875	2,656
Communication	12,000	1,000
Sub Total 1	**3,52,079**	**29,340**
Retiral Components		
Provident Fund	25,500	2,125
Gratuity	10,221	852
Sub Total 2	**35,721**	**2,977**
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	**37,200**	**3,100**
Fixed CTC	**4,25,000**	35,417
Annual Payout	50,000	4,167
Variable Pay - On a rating of 3	25,000	2,083
Cost to Company (CTC)	**5,00,000**	**41,667**
Deductions		
Employee Provident Fund	25,500	2,125
Retirals		
Employer Provident Fund	25,500	2,125
Gratuity	10,221	852
Total	**61,221**	**5,102**
Net Take home (without TDS)	**3,63,779**	**30,315**

Note:

- **Provident Fund (PF)*:**

  PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

  Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

  Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

  Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

  i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
  ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

  This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

  Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 25,000/-p.a. (Rupees Twenty-Five Thousand only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the

payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

  You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

  i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
  ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
  iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

  As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 50,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e., on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaim Insurance:**

  Employee only, would be covered under the Mediclaim Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

- **Personal Accident Insurance:**

  You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

  You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources

Letter of Offer

20th April 2022

Syed Asif Ali
Bangalore

RE: Letter of offer of employment

Dear Mr. Syed Asif Ali,

This refers to your application for employment with Infynix Data Services Pvt Ltd and your subsequent interview for the same. We are pleased to offer you anemployment with Infynix Data Services Pvt Ltd as a Business Development Executive at our **Bangalore** office.

Joining Date and Salary
You are required to report to duty on **25th April 2022.** Your yearly TCTC on joining Infynix Data Services Pvt Ltd. is **Rs.3,00,000**. The break-up of your salary is given in Annexure1.

Training & Probation Period, Confirmation
You shall serve a probationary period of 3 months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

Place of work and mobility
You shall be currently based in Bangalore but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights
As a condition of your employment, you will be required to sign the Company's standard form of employee nondisclosure and intellectual property assignment agreement at the time of your joining.

The company retains ownership of the intellectual property rights relating to copyrights concerning work undertaken while in the employment of the company.

Termination & Notice period

Termination by the company

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause' shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2)

conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of 7 days or more consecutive days without due consent or notifying your superior officer; (7) providing any false information to the company;

Without Cause: In the event that the employment is terminated without Cause, the Employee will be provided with a 60 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 60 days, calculated on the basis of the last gross salary.

Resignation by Employee:

If you wish to leave the services of the Company, a clear written notice of 60 days has to be given to the Company. This clause will be applicable only after successful completion of probation. During probation period prior notice of 15 days is required. In case you resign within three months of your joining, training cost incurred by the organization to an extent of Rs. 15000 would be recovered from you

In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire part of the notice period.

Background Check

The company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

Company Properties in your possession

You are expected to take proper care of company properties entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

Professional Commitment:

All employees are required to comply with Company policies, which shall be communicated to you shortly. These include those related to nondiscrimination, sexual harassment, confidentiality and non-disclosure, board memberships and inside information. Such Company policies shall be available with the HR Department and you are expected to keep yourself apprised of the same from time to time.

Rules & Regulations

Your work in the company will be subject to the policies, rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, employment and all other matters. In addition to the above, all other policies, rules and regulations as maybe in operation at the time of your accepting the appointment with the company as maybe amended or altered from time to time at the discretion of the Company will apply to you.

Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We look forward to your joining Infynix Data Services Pvt Ltd for a long and successful association.

Regards,

Hema Pramod
HR

I hereby agree to and accept the terms of employment offer and shall report for duty on the 25 April 2022

Signature:

Syed Asif Ali
Date:20/04/2022

Annexure 1

Name: Syed Asif Ali

Salary Components	Monthly	Yearly
Basic (A)	15,100	1,81,200
HRA	3,811	45,733
Gross Salary (B)	**18,911**	**2,26,933**
Statutory Bonus **(C)**	1,248	14,980
ESI – Employer	615	7,375
Gratuity	726	8,712
Total Retirement Benefits & Employee Benefits (F)	1,341	16,087
Cost To Company (CTC) (B+C+F)	**21,500**	**2,58,000**
Cafeteria	1,500	18,000
Employee Welfare (including Personal Accident Insurance & Group Medical Insurance)	2,000	24,000
Total Benefits (H)	3,500	42,000
Total Cost To Company (TCTC) (B+C+F+H)	25,000	3,00,000
ESI – Employee	142	1,702
PT	200	2,400
Total Deferred Benefits / Deductions (G)*	**342**	**4,102**
Net Salary (B- G)	**18,569**	**2,22,831**
Income Tax Applicable As per Government Regulations		

*Your Gross Salary will be reduced by this amount.

- Statutory bonus is as per bonus act..
- Employee welfare is the amount which company spends on employee recreation and welfare.
- Please note You will be eligible for bi-annual appraisals. You will be considered for your first hike in the nearest appraisal cycle provided you have completed more than 3 months stay in the organization. Please note, hike will be for the prorated period and will be effective from the following month of 6-month completion. In case the stay is less than or equal to 3 months, you will be considered in the subsequent appraisal cycle and the hike effective date will be either 1-Jan or 1-Jul as may be the case and the hike will be for the total period
- Employee will be eligible for Term Life Insurance Self (Rs 7.5 Lacs) and Personal Medical Insurance Self (Rs. 2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- Cafeteria Subsidy is the amount that the company spends on employee's food (Lunch and Snacks)
- CTC- Annual Cost to Company

Deductions

There will be deductions in the salary as per the Government regulations.

Corporate Office: Careernet Technologies Pvt. Ltd., Plot No.53, Kariyammana Agrahara Road, Devarabeesanahalli,
Outer Ring Road, Bellandur Post, Bengaluru 560103
Ph: 080 6656 0000
www.careernet.in

IntelliPaat
Software Solutions Pvt. Ltd.

AMR TechPark 3,Ground Floor
TowerB,Hongasandra Village,
Bommanahalli, Hosur Road,
Bangalore-560068
(M):+917022374614.
www.intellipaat.com

To,
Spandana G
Subject: Offer Letter

Date: January 5th 2022

Dear Spandana G,

In reference to your application, we would like to congratulate you on being selected for internship + PPO with Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start from **10th January,2022** for a period of 6 Months. During this period, you will get paid **Rs. 22,000**/month (Rupees Twenty-Two Thousand Only) and you will be working as an 'Business Development Trainee'. The technical platform and job role will be shared with you by your manager on the day of your joining. After 6 Months your CTC will be revised to 9 LPA Including Fixed + Variable Pay (Based On your Performance during the Internship)

Note:

- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4th month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dev Bisht
Director– Human Resources

CONSULTANCY AGREEMENT

This Consultancy Agreement effective from **30th of Nov 2022** by and between:

INTERACTIVE AVENUES PRIVATE LIMITED, a private limited company incorporated under the Companies Act, 1956 under the Laws of India and having its registered office at 3rd Floor, Chhibber House, Sakinaka, Andheri – East, Mumbai 400072. (hereinafter referred to as "**Interactive Avenues Pvt. Ltd.**", which expression shall unless it is repugnant to the context or meaning thereof, be deemed to mean and include its successors in title and assigns); And

Mr. Karthik V, an Indian resident holding Government of India Pan Card No: **FSBPK7969G** residing **S/o V Venkatachalaiah, #15/1,1st Cross near Dr Rajkumar Stachu, Rajamma Garden Jaraganahalli JP Nagar, Bangalore, Karnataka - 560078. (**hereinafter referred to as "**Consultant – Client Servicing**").

(The Company and Consultant are individually referred to as "Party" and collectively referred to as "Parties")

W H E R E A S:

A. The Company is in Digital Marketing and Online Advertising business operations and requires the services of the Consultant to perform services as defined under Clause 2 of this Agreement.

B. The Consultant has represented to the Company that it has the necessary expertise, experience, and skills to efficiently carry out the services specifically defined under Clause (2) of this Agreement. The Consultant has accordingly presented his credentials to the Company along with his work experience and skills to efficiently perform the said services. The Consultant has represented and warranted to the Company that he is desirous to work for the Company in capacity of a consultant. Based on the Consultant's representations, the Company has agreed to engage the services of the Consultant and the Consultant has agreed to provide to the Company such services in accordance with the terms and conditions set out herein below.

NOW THEREFORE IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND THIS AGREEMENT WITNESSETH AS UNDER:

1. Appointment

1.1 The effective date of commencement of Consultancy assignment shall be **01st of Dec 2022**.

1.2 During the continuance of this Agreement the Consultant shall:

(a) act under the supervision of the Company at all times;

(b) report directly to the company's authorized representative, or such other person as the authorized representative may so expressly authorize;

(c) render services as defined under Clause 2 of this Agreement;

(d) act in strict compliance with the terms and conditions of this Agreement.

(e) at all times to use its best endeavors and work diligently to protect and promote the interest of Company.

(f) not delegate any services or other obligations arising under this Agreement otherwise than may be expressly permitted under its terms.

(g) not make any profit from the performance of the services other than the Consultancy Fees paid by the Company under this Agreement.

(h) not cause or permit any illegal immoral or unethical act in the course of the performance of the Services.

2. Services

2.1 The Consultant shall provide Consultancy services to the Company as laid out under the sub-clauses of this Clause and shall not compete with the Company in any manner whether directly through itself or through any affiliates and in any other direct or indirect manner.

2.2 The Consultant shall not engage in any other similar or different assignment, services, business or commercial activity or full-time employment, whether or not for compensation, or devote any part of time to any other firm, company or person which would in any way result in conflict of interest or jeopardize the interest of the Company or shall expose the Company to any potential risk.

3. Term

Subject to the provisions in clause 5, this agreement shall commence as of the effective date above mentioned and shall endure thereafter until **31st of Jan 2023.**

4. Consultancy Fee

4.3 The Company has offered to the Consultant and the Consultant has accepted the Company's proposal under this agreement for a Fixed Consultancy Fee as stated below:

1. **Your annual consultancy charges are INR 3,00,000/- which is subjected to 10% TDS deduction per month. The per month consultancy charges will be INR 25,000/- (Including 10% TDS)** at the end of each month on the Consultant raising an invoice on the Company for the said amount or any part thereof.
2. All payments made by the Company under this Agreement shall be subject to any deductions or withholding taxes as prescribed under the relevant provisions of the Income Tax Act, 1961.
3. The Company shall adjust any other valid recoverable from the professional fee payable to the Consultant.

4.4 The Consultant agrees and understands that the Fixed All Inclusive Professional Fees payable by the Company under this Agreement shall constitute full, final and adequate compensation for all Services rendered by the Consultant under this Agreement and the Consultant shall not be entitled to receive from the Company or its group companies or affiliates or clients, any additional payments, commissions, bonuses or compensation or remuneration in any other form. The Fixed All Inclusive Professional Fee shall be a sufficient discharge in exchange for the services rendered under this Agreement and also for the other obligations such as the non-compete obligation, Confidentiality Obligation and the IPR Obligation accepted by the Consultant under this Agreement and any other allied Agreements executed in relation to this Agreement.

5. Termination

5.5 This Consultancy Agreement may be terminated by the Company without notice or payment in lieu thereof if the Consultant commits any breach or non-observance of the terms, conditions or stipulations contained in this Agreement, or is guilty of any negligence or misconduct in connection with or affecting the business or affairs of the Company.

Misconduct will include without limitation:

(a) Not responding to the mails, telephone calls and other written & verbal requests of the Company and its authorized personnel;
(b) Causing damage to the reputation of the Company or that of any client if any manner;
(c) Continued discharge of work functions, which do not meet the standards reasonably expected by the Company;
(d) Breach of confidentiality/secrecy;
(e) Willful insubordination or disobedience, fraud or misconduct, whether or not in combination with another, of any lawful and reasonable instructions of the Company's authorized personnel;
(f) Engaging in other activities which result in direct conflict of interest with the services being rendered under this agreement;
(g) Neglect of normal duties and functions; and
(h) Breach of any of the conditions of this Agreement.

Termination of this Consultancy Services Agreement in this sub-paragraph would be without prejudice to: (i) the Company's right to claim the actual damages it has suffered through this breach, and (ii) any other relief to which the Company may be entitled under contract, law, or equity.

5.6 Upon termination of this Agreement, the Consultant shall unconditionally and immediately return all assets and properties of the Company and/or the client (including confidential information) and documents and business records in any form, in his possession or otherwise, and copies thereof acquired pursuant to this Consultancy Agreement.

6. No conflict of interest

The Consultant represents and warrants that he has not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude him from fully performing the Services under this Agreement.

6.7 The Consultant represents that performance of all the terms of this Agreement do not and will not breach any agreement or arrangement to keep in confidence proprietary information, knowledge and/or data acquired by him in confidence or in trust prior to this consultancy arrangement with/by the Company, and the Consultant will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or principals or others with whom the Consultant had any contractual relationship. The Consultant further agrees to confirm to the rules and regulations of the Company.

6.8 The Consultant represents and warrants to the Company, that he is not engaged in business activity or any contractual obligation which prevents him from entering into this Agreement with the Company and the Company believes this representation from the Consultant while entering into this Agreement with the Consultant.

6.9 During the tenure of this Consultancy Agreement with the Company, the Consultant expressly and unconditionally agrees not to become associated as an employee, agent or in any other capacity with any business which is not a part of this agreement, or which may result in jeopardizing any interest of the Company.

6.10 It is expressly agreed and understood by the Consultant and unconditionally communicated to the Company by accepting this agreement that the Consultant does not construe this agreement in any kind of current or future employment with the Company. The Consultant agrees and has understood that the Consultant's services under this agreement are purely of the nature of professional services as it usually exists between a professional service provider and a business receiving such contracted professional services. The renewal of this Agreement is solely at the discretion of the company and the relationship is from one principal offering Consultancy services to another principal desirous of engaging such a consultant as per terms defined under this Agreement.

6.11 The Consultant agrees to submit a list of the Consultant's current undertakings and contractual commitments to the Company under a confidential note so as to assure the Company that none of Consultant's current engagements are in kind of direct conflict with the business of the Company.

7. Confidentiality

The Consultant shall not at any time, whether during the tenure of this Agreement with the Company or at any time thereafter, disclose, divulge or make public, except under legal compulsion, any of the information or things concerning or in any way related to the process or work or business of the Company or those of the Company's customers or collaborators, whether in India or abroad whether the same be confided to the Consultant or become known to the Consultant in the normal course of this Consultancy Assignment with the Company or otherwise.

7.12 The Consultant shall treat as confidential the intellectual property, trade secrets and all information which comes into the Consultant's possession pursuant to this Agreement or as a consequence of the performance of Consultant's rights or obligations under this Agreement (the **"Information"**), except where the Information:

7.2.1 is or later becomes publicly known under circumstances involving no breach of this Agreement by the Consultant;

7.2.2 was already known to the other Party at the time it was received from the disclosing Party;

7.2.3 is made available to the other Party by a third party without secrecy obligations and without breach of any obligations to the disclosing Party;

7.2.4 is required to be disclosed for compliance with any applicable laws or the orders of any Court.

7.13 Any breach of this clause shall render the Consultant liable for legal action including immediate termination of this Consultancy Agreement with the Company.

7.14 The provisions of this Clause 7 shall perpetually survive the expiration or termination of this Agreement.

7.15 The Consultant shall execute the Company's standard non-disclosure agreement as specified in Annexure A to this agreement and which forms part of this Agreement.

8. Intellectual Property Rights.

1. "Intellectual Property Rights (IPR)" includes copyright, trademark, design, know-how, trade secrets, patent, service mark, semiconductor or circuit layout rights, trade, business or company names, or other proprietary rights, or any rights to registration of such rights existing (whether or not registered) anywhere, whether created before, on or after the date of this Agreement and includes ALL and ANY work performed by the Consultant for the Company under this Agreement.

2. The Consultant expressly agrees and acknowledges that the Services provided by the Consultant and performed hereunder are on a "work for hire and fee" basis and the ownership of all rights, title and interest in any copyright, patent, trademark, trade secret, invention, improvements, agreement templates, report formats or other proprietary work either in whole or in part arising out of the said Services shall vest only with the Company and shall be the property of the Company and are a part of the scope of this Agreement. The Consultant shall execute (both during and at any time after the termination of this Agreement) all
appropriate documents to perfect the Company's title in the same including to assign and grant to the Company an unrestricted, royalty free right to use, practice, copy and create derivatives of, and create products embodying any ideas incorporated therein without any obligation on the part of the Company to pay any additional professional fee or any kind of compensation for the same. The Consultant shall have no right and shall have no title over the work performed by the Consultant during the tenure of this Agreement whether such work is of commercial relevance to the Company (including the Company's Clients) or not.

3. All trade secrets disclosed by the Company and/or the clients to the Consultant are acknowledged by the Consultant
   a. to be proprietary to the Company and/or the Company's Clients as the case maybe.
   b. not to confer any rights whatever nature in the trade secrets to the Consultant.

4. The Consultant shall not during the tenure of the Agreement and at any time thereafter, either as principal, agent, partner, representative, shareholder, consultant, advisor, financier, demonstrator, employee, employer or in any other like capacity and whether alone or jointly with or as agent for any other person use or reveal or benefit from the intellectual property and trade secrets other than for the purposes of this Agreement.

5. The Consultant agrees that the unauthorized disclosure of the intellectual property and trade secrets may cause irreparable loss, harm and damage to the Company. Accordingly, the Consultant agrees to indemnify and hold the Company harmless against any loss, action, expense, claim, harm or damage of whatever nature, suffered or sustained by the Company.

6. The Company may be required to disclose to the Consultant Certain Confidential Information or any information containing any Intellectual Property Rights whether relevant to the Company's or Company's client's business or not. The Consultant hereby unconditionally agrees that the subject information or IPR shall remain the exclusive and sole property of the Company and/or of the Clients of the Company and the Consultant shall have no right or interest over such information/IPRs. The Consultant agrees that it will not use, access or otherwise. exploit any of such information/IPRs for its own benefit or for benefit of any third party whether or not it results in any commercial gain to the Vendor or such third party and it will use such information/IPR solely to provide services to the Company and/or the Clients of the Company as may be advised by the Company.
The Consultant agrees to return to the Company all such information/IPRs without retaining any kind of copy or any kind of physical or electronic record upon the Company's instruction to return such information or on expiry or termination of the Services Agreement between the Consultant and the Company as the case may be

7. The Consultant agrees and warrants that the Consultant shall protect the intellectual property and trade secrets disclosed pursuant to the provisions of this Agreement using the same standard of care that it applies to safeguard the Consultant's own proprietary, secret or confidential information and that the trade secrets shall be stored and handled in such a manner as to prevent any unauthorized disclosure thereof.

8. The Consultant relinquishes and hereby assigns and vests all its rights and interests in all and any kind of work performed by the Consultant in favour of the Company and/or Company's clients as may be instructed by the Company and the Consultant shall have no claim of any kind over the work performed by the Consultant during the tenure of this Agreement or any time after the expiry or termination of this Agreement.

9. The Consultant shall not license, sell, publish, disclose, display or otherwise make available the Intellectual Property Products of the Company or any of the Company's Clients to any person or entity except as instructed by the Company.

10. The Consultant shall grant/assign all worldwide rights, title and interest in the work performed by the Consultant to the Company and/or the Company's Clients as may be required by the Company.

9. Non-Compete.

1. The Consultant assures and warrants the Company that during the term of this Agreement and thereafter for a continuous period of SIX Months immediately following the termination of this Agreement (for whatever reason and with or without cause), the Consultant shall not engage in any other employment, occupation, consultancy, advisory services or any kind of business activity whether remunerative or non-remunerative which is directly related to the business of the Company and falls in any of the categories mentioned herein:
    i. Any kind of digital marketing creative or website development projects.
    ii. Digital Marketing Solutions/Online Advertising activities.
    iii. Search Engine Marketing, Search Engine Optimisation and any Other Search related services.
    iv. Online Media Strategy and Planning
    v. Online Media Buying and Planning, Online Creative services, Analytical Services, Online Campaign Management Services, Social media Services, e-commerce enablement services, online Media research services, technology services and other allied services in this sphere.

2. The Consultant assures and warrants the Company that during the term of this Agreement and thereafter for a continuous period of SIX months immediately following the termination of this Agreement (for whatever reason and with or without cause), the Consultant shall not directly nor indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment or take away such employees or attempt to solicit, induce, recruit, encourage or take away employees, customers or clients of the Company.

3. The Consultant shall work exclusively for the Company, save and except towards the other assignments already disclosed to the Company by way of a confidential note as per clause 6.6 of this agreement and shall ensure that any of the other assignments do not impair or impede the Consultant's commitments to deliver services under this agreement to the Company.

4. The Consultant specifically covenants and agrees that the Consultant during the tenure of this Agreement and at all times thereafter, shall not make any statement that is professionally or personally disparaging about, or adverse to, the interests of the Company, or any of its affiliates, group companies, or of its officers, directors, shareholders or employees or the Company's client including, but not limited to, any statement that disparages any person, product, service, financial condition, capability or other aspect of the business of the Company or any of its officers, directors, shareholders or employees or the Company's clients or any employee of the Company's clients. The Consultant further agrees that during the course of rendering services to the Company under this Agreement and at all times thereafter, the Consultant shall not engage in any conduct that is intended to or has the result of inflicting harm upon the professional or personal reputation of the Company or any of its Officers, Directors, shareholders or employees or any Client of the Company.

10. Arbitration

In the event of any dispute or difference arising under this Agreement, the same shall be resolved by reference to arbitration by sole arbitrator in accordance with the Arbitration & Conciliation Act, 1996. Such sole arbitrator shall be appointed by the Company and the venue of the arbitration shall be exclusively in Mumbai.

11. Miscellaneous

11.1 Notice

11.1.1 Any notices required to be given under this Agreement shall be in writing and shall be validly delivered if: (a) sent by personal hand delivery, or (b) sent by mail to the address of the applicable party set forth on the first page of this Agreement.

In the case of notices to the Company:
Attn: Mr. Amar Deep Singh, CEO
Address: 3rd Floor, Chhibber House, Sakinaka, Andheri – East, Mumbai 400072.
Telephone No: +91 22 6264 5000

In the case of notices to the Consultant:
Attn: Mr. Karthik V
Address: S/o V Venkatachalaiah, #15/1,1st Cross near Dr Rajkumar Stachu, Rajamma Garden Jaraganahalli JP Nagar, Bangalore, Karnataka - 560078
Ph. No: +91 9739811934

11.1.2 The Company and the Consultant mutually agree to make reasonable effort and accommodation for timely receipt of notices required under this Agreement.

11.1.3 The Consultant agrees to provide such documents and verifications to the satisfaction of the Company about the permanent and temporary residence / place of business. The Consultant also agrees that any change in the address provided to the Company will be intimated within seven (7) days in writing with a copy of such documents and verifications to the satisfaction of the Company required to make necessary changes in its records.

11.2 Governing Law and Jurisdiction: This Agreement shall be governed by and construed in all respects in accordance with the laws of India. The Parties hereto hereby irrevocably and unconditionally consent to the exclusive jurisdiction of the Courts of Mumbai, India in regard to all matters arising from this Agreement.

11.3 Entire Agreement: This Agreement and schedule together represents the entire agreement between the Parties with respect to the subject matter hereof and shall supersede any previous agreement or understanding between the Parties in relation to all or any such matter and may be modified only by a written instrument duly executed by each Party. If any covenant contained in this Agreement would be void as drawn but would be valid if the period of application were reduced or if some part of the covenant were deleted, the covenant in question shall apply with such modification as may be necessary to make it valid and effective, the intent of the Parties being that every clause of this Agreement shall be enforceable in spirit.

11.4 Severability: Each covenant contained in this Agreement shall be construed as a separate covenant and if one or more covenants herein is held to be against public interest or unlawful or in any way an unreasonable restraint of trade, the remaining covenants shall continue to bind the consultant. If any provision of this Agreement is invalid, unenforceable or prohibited by law, this Agreement shall be considered divisible as to such provision and such provision shall be inoperative and shall not be part of the consideration. The remainder of the Agreement after the removal of any such aforementioned clause shall be valid, binding and of like effect as though such provision was not included herein.

11.5 No Waiver: The failure of either Party hereto at any time to enforce performance by the other Party of any provision of this Agreement shall in no way affect such Party's rights thereafter to enforce the same, nor shall the waiver by either Party of any breach of any provision hereof be deemed to be a waiver by such Party of any other breach of the same or any other provision hereof.

11.6 Counterparts: This Agreement may be executed in two counterparts, each of which shall be deemed an original, but both of which together shall constitute one and the same Agreement.

11.7 Effectiveness Post Termination: Provisions in this Agreement, which are expressed to operate or to have effect after the termination of the consultancy hereunder, shall remain in effect notwithstanding the termination of such consultancy.

11.8 Notwithstanding anything contained in this Agreement, the Consultant shall not have any authority or power whatsoever to:

11.8.1 bind or commit the Company in relation to any contract or any term sheet or other preliminary or ancillary agreement relating thereto.

11.8.2 represent the Company in any way, including without limitation, in any negotiations relating to any obligation on the Company or any liability on the Company.

11.9 The Parties are entering into this Agreement as independent contractors and no agency or relationship of co-partner or joint venture or employer-employee relationship or franchisor-franchisee relationship is created between the Parties under this Agreement.

11.10 The Company has the sole discretion to decide on whether to act upon the non-binding advice tendered by the Consultant and the Consultant shall have no power, authority, responsibility or obligation to ensure or cause the Company to act upon the advice tendered by the Consultant pursuant to this Agreement

11.11 The Consultant has represented to the Company that it has the required authority/consent from all authorities and persons to perform these services for the Company. The Consultant shall indemnify, hold harmless and defend the Company and its respective directors, officers, employees and clients (hereinafter referred to as "indemnified persons") from and against any claim, loss (including reasonable legal costs and expenses on a full indemnity basis) or liability incurred or suffered by any of the indemnified persons due to any non-compliant action of the Consultant which has resulted in such a liability or due to any false representation made by the Consultant under this Agreement to the Company.

11.12 The Consultant understands, acknowledges, confirms and undertakes that she shall be exposed to injury and harm to herself in the course of providing the services, which may or could lead to any kind of casualty. The consultant hereby unconditionally accepts this in the course of her service & hereby agrees not to hold the Company liable in any manner what so ever for any injury or harm that she suffers in any manner during the course of providing her services. The Consultant also agrees to take adequate life insurance and accident cover which will cover her for any such eventuality. The Consultant shall also be responsible to pay for the premium of the policies taken.

11.13 This Agreement has been signed in duplicate, each of which shall be deemed to be an original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month and year first hereinabove written.

For INTERACTIVE AVENUES PVT. LTD.



Pauline Coutinho
Vice President - HR

Name: Karthik V
In the presence of

Witness:

Name:
Address:

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Private & Confidential

Date 3/2/2021

To,

Congratulations
Candidate name: Deeksha B S
College name: Dayananda Sagar Institutions
Aadhar card no.: 902145951935

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Delivery Centre Private Limited**

RUPESH TRIPATHI

Digitally signed by RUPESH TRIPATHI
Date: 2021.02.04 15:39:34 +05'30'

Accepted and Agreed

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name **Dated**

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Private & Confidential

Date 3/2/2021

To,

Congratulations
Candidate name: Rakshitha T R
College name: Dayananda Sagar Institutions
Aadhar card no.: 902145954576

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Delivery Centre Private Limited**

RUPESH TRIPATHI

Digitally signed by RUPESH TRIPATHI
Date: 2021.02.04 15:39:34 +05'30'

Accepted and Agreed

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name **Dated**

Gowtham Kumar V **10th Jan 2022**
No.9/3,3, Bannerghatta Main Road, Malleu
Baiyanna Layout, Post Bangalore-562106

Sub: Confirmation of Offer with Max Hypermarkets India Pvt. Ltd

Dear Gowtham Kumar V,

Regarding the discussions that we had with you, we are pleased to confirm your Offer with our Company - **Max Hypermarket India Pvt. Ltd.** Your primary place of posting will be in **Bangalore.**

The Project assigned to you would be in **Trainee – Human Resources** under the Guidance of **Specialist – Engagement & Corporate Learning** in Human Resources Team**.**

The traineeship period would commence on and from **10th January'22 to 8th March'22** with a monthly Stipend of **INR 15,000/- (Rupees Fifteen Thousand Only) post training CTC : INR 3,75,000/- (Rupees Three Lacs Seventy Five Thousand Only)**

During the traineeship period, trainees will be governed by the terms and conditions presented in the enclosed **Annexure A**. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of joining, please submit the following documents:

1. Photocopy of your (i) Passport / Voter ID / Aadhar Card and (ii) certificates and marks sheets in support of your Address, Photo ID and educational qualifications, respectively.
2. Introduction letter from your College & Your College Photo-ID Card.
3. Pass port size photographs – 2 Nos.

We look forward to your joining Max Hypermarket India Private Limited [SPAR Hypermarket] for mentioned Project. Please do not hesitate to call us for information you may need. Also, sign and return to us, the duplicate of this letter and Annexure – A as your token of acceptance.

Yours sincerely,

For Max Hypermarket India Pvt. Ltd.



A Rohith Kumar
Head – Human Resources

Acceptance Acknowledgment

I agree to the terms & conditions mentioned in Agreement together with conditions in AnnexureA Shall engage my services from _____

Name Signature

LANDMARK GROUP
MAX HYPERMARKET INDIA PVT. LTD.
2ND FLOOR, (ABOVE SPAR HYPERMARKET)
NO. 39/3 & 44, BANNERGHATTA ROAD
BANGALORE - 560 029. INDIA
PHONE +91 80 41811600
FAX +91 80 26684807
WEBSITE www.sparindia.com
CIN – U52190KA2004PTC037768

Annexure A

Terms and Conditions

You shall be governed by the following terms and conditions of service during your Traineeship with Max Hypermarket India Pvt. Ltd (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of Traineeship on the basis of the bonafide statements and facts provided by you in your application form and resume. During your Traineeship if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

b. Subsequent to your appointment as Trainee in our organization, if there were to be any negative feedback from your previous assignment if any, you would be liable to be removed from services without any notice.

Duties

c. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.

d. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.

e. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.

f. During your Traineeship, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

g. Your assignment will be at **Bangalore**. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

h. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned

i. Max Hypermarket observes National and festival holidays as applicable to your reporting Store/Office Location. The festival holidays may vary every year and across region.

Conduct

j. You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.

k. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

l. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

m. You shall not, during your Traineeship and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.

n. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.

o. You shall not during your Traineeship and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company

p. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation with anyone, but with Manager you report to.

name:

Date: **Signature**

===XXX===

LANDMARK GROUP

MAX HYPERMARKET INDIA PVT. LTD.
2ND FLOOR, (ABOVE SPAR HYPERMARKET)
NO. 39/3 & 44, BANNERGHATTA ROAD
BANGALORE - 560 029. INDIA
PHONE +91 80 41811600
FAX +91 80 26684807
WEBSITE www.sparindia.com
CIN – U52190KA2004PTC037768

LANDMARK GROUP

MAX HYPERMARKET INDIA PVT. LTD.
2ND FLOOR, (ABOVE SPAR HYPERMARKET)
NO. 39/3 & 44, BANNERGHATTA ROAD
BANGALORE - 560 029. INDIA
PHONE +91 80 41811600
FAX +91 80 26684807
WEBSITE www.sparindia.com
CIN – U52190KA2004PTC037768

ASCENT DECOR

Date: **05/01/2022**

To
Ms. Parimala KR
M: +91 9972930239
Email: pariraj0411@gmail.com

Internship (Trainee) - Offer Cum Appointment Letter.

Dear Ms. Parimala

Further to the interview, you had with us, we are pleased to inform you that you have been selected as **INTERN – TRAINEE (Turnkey Project Basis) in HR Department** in our Company and you will be placed in a corporate office, Bangalore on the following terms and conditions:

TURNKEY PROJECT

1. Your turnkey project will be in at **ASCENT DECOR PRIVATE LIMITED, 22/5B Beratena Agrahara, Hosur Road, Electronic City, Bangalore 560 100, Karnataka, India**. However, you may be transferred anywhere in India if circumstances so necessitate continuing the turnkey project on the same terms and conditions.
2. The Turnkey Project will be for a period of **3 months** from the date of your appointment **(Starts on 11/01/2022 & ends on 31/03/2022).** On completion of your turnkey project period, your employment with us ends.
3. Your internship is subject to compulsory lock-in period of **1 MONTH**.

CONSOLIDATED STIPEND

1. You will be paid a fixed stipend of **Rs. 5000/- per month,** which inclusive of travel allowance during the period of your Turnkey Project. Post Trainee your **CTC : 4.5 LPA**

RULES AND REGULATIONS

1. You required to work a minimum of 7.30 hours a day (Include 30 Minutes Break). Working hours will be from **09:30 A.M. to 05:00 P.M. Monday to Saturday** and **Sunday will be weekly off**. Work timing must be strictly adhered to, and any deviations will result in disciplinary actions.
2. You will be getting National & Festival holidays as per the holiday list published by the company. You will be eligible for one Casual Leave (CL)/ Sick (SL) every month. Any leave must be strictly availed after prior approval of the reporting manager.
3. Your performance will be reviewed periodically during the turnkey project period. If your performance does not meet with the requirements the employment may be terminated by ADPL by **giving 7 days of notice**.

4. Your Appointment is subject to compulsory lock-in period of **1 Month**. Hence you are required to work a minimum of **1 Month Compulsorily**. In the event, you want to exit post-lock-in the period you are required to serve **1 MONTH NOTICE** or pay **1 Month stipend** in lieu thereof to the company or as agreed with the Management.
5. You are expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and maintain a high standard of work expected of you by the company.
6. You will treat matters pertaining to the Company's business interests with utmost confidentiality and such confidentiality must be maintained during your internship with the Company and thereafter. Your stipend and benefits along with other terms of Internship are strictly confidential and you are expected not to disclose or discuss any of these details with your fellow interns/colleagues or any third-party external to the company during your internship in the company. You are required to maintain the highest order of discipline and secrecy about the work of the company and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.
7. During your internship with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.
8. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect or affects the reputation of the Company's working or of any breach of the terms and conditions herein or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude or any act of indiscipline or inefficiency or for loss of confidence, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.
9. You are required to strictly adhere to the guidelines and the instructions of your reporting manager or the team lead. Any insubordination or disobedience will lead to disciplinary actions or even termination of the job.
10. The daily reporting pattern as advised by the reporting manager must be adhered to and non-adherence will lead to disciplinary action.
11. Cordial and courteous behaviour is expected from all interns while interacting with customers, colleagues and reporting manager. Insubordination or rude behaviour on the part of the interns will lead to disciplinary action or even termination of the job.
12. Formal dress code must be followed on all working days. Interns are expected to demonstrate good judgement and professional taste about the attire worn during business hours.
13. **Confidentiality: Matters of your compensation are extremely confidential. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or HR will be considered as a breach of the agreement. Your**

stipend package is unique to you and not to be taken into comparison with other interns of the company.

14. This appointment has been made based on the information furnished in your application for Internship and subsequent interviews. If at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

TRAINING PERIOD

1. The Training will be for a period of 01 weeks, your training period will commence from the date of your joining. You are requested to confirm acceptance of our offer and we would expect you to join us as early as possible, but not later than **11/01/2022** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Copies of Proof of Age, ID Proof and Address Proofs (Aadhar is Mandatory)
2. Internship permission letter from Collage
3. Copies of Educational Certificates.
4. 1 Passport size photographs.

This offer of internship is subject to receipt of satisfactory references.

This Letter of Internship is being issued in duplicate. As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

We look forward to your valuable contributions and wish you the very best for a rewarding Internship with ADPL.

for **Ascent Decor Private Limited.,**

SUJANYA.R
Head – HR & Admin

Acknowledgement

I accept the offer letter and the details as mentioned above in this Internship (Trainee) - Offer Cum Appointment Letter. I shall be joining ADPL on or before: ____/____/_____

Candidate Name: _____ **Signature:** _____
Date (DD/MM/YYYY): _____ **Place:** _____

ASCENT DECOR

Date: **05/01/2022**

To
Ms. PALLAVI M
M: +91 8105296254
Email: pallavim.tmk@gmail.com

Internship (Trainee) - Offer Cum Appointment Letter.

Dear Ms. Parimala

Further to the interview, you had with us, we are pleased to inform you that you have been selected as **INTERN – TRAINEE (Turnkey Project Basis) in HR Department** in our Company and you will be placed in a corporate office, Bangalore on the following terms and conditions:

TURNKEY PROJECT

1. Your turnkey project will be in at **ASCENT DECOR PRIVATE LIMITED, 22/5B Beratena Agrahara, Hosur Road, Electronic City, Bangalore 560 100, Karnataka, India**. However, you may be transferred anywhere in India if circumstances so necessitate continuing the turnkey project on the same terms and conditions.
2. The Turnkey Project will be for a period of **3 months** from the date of your appointment **(Starts on 11/01/2022 & ends on 31/03/2022).** On completion of your turnkey project period, your employment with us ends.
3. Your internship is subject to compulsory lock-in period of **1 MONTH**.

CONSOLIDATED STIPEND

1. You will be paid a fixed stipend of **Rs. 5000/- per month,** which inclusive of travel allowance during the period of your Turnkey Project. Post Trainee your **CTC : 4.5 LPA**

RULES AND REGULATIONS

1. You required to work a minimum of 7.30 hours a day (Include 30 Minutes Break). Working hours will be from **09:30 A.M. to 05:00 P.M. Monday to Saturday** and **Sunday will be weekly off**. Work timing must be strictly adhered to, and any deviations will result in disciplinary actions.
2. You will be getting National & Festival holidays as per the holiday list published by the company. You will be eligible for one Casual Leave (CL)/ Sick (SL) every month. Any leave must be strictly availed after prior approval of the reporting manager.
3. Your performance will be reviewed periodically during the turnkey project period. If your performance does not meet with the requirements the employment may be terminated by ADPL by **giving 7 days of notice**.

4. Your Appointment is subject to compulsory lock-in period of **1 Month**. Hence you are required to work a minimum of **1 Month Compulsorily**. In the event, you want to exit post-lock-in the period you are required to serve **1 MONTH NOTICE** or pay **1 Month stipend** in lieu thereof to the company or as agreed with the Management.
5. You are expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and maintain a high standard of work expected of you by the company.
6. You will treat matters pertaining to the Company's business interests with utmost confidentiality and such confidentiality must be maintained during your internship with the Company and thereafter. Your stipend and benefits along with other terms of Internship are strictly confidential and you are expected not to disclose or discuss any of these details with your fellow interns/colleagues or any third-party external to the company during your internship in the company. You are required to maintain the highest order of discipline and secrecy about the work of the company and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.
7. During your internship with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.
8. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect or affects the reputation of the Company's working or of any breach of the terms and conditions herein or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude or any act of indiscipline or inefficiency or for loss of confidence, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.
9. You are required to strictly adhere to the guidelines and the instructions of your reporting manager or the team lead. Any insubordination or disobedience will lead to disciplinary actions or even termination of the job.
10. The daily reporting pattern as advised by the reporting manager must be adhered to and non-adherence will lead to disciplinary action.
11. Cordial and courteous behaviour is expected from all interns while interacting with customers, colleagues and reporting manager. Insubordination or rude behaviour on the part of the interns will lead to disciplinary action or even termination of the job.
12. Formal dress code must be followed on all working days. Interns are expected to demonstrate good judgement and professional taste about the attire worn during business hours.
13. **Confidentiality: Matters of your compensation are extremely confidential. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or HR will be considered as a breach of the agreement. Your**

stipend package is unique to you and not to be taken into comparison with other interns of the company.

14. This appointment has been made based on the information furnished in your application for Internship and subsequent interviews. If at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

TRAINING PERIOD

1. The Training will be for a period of 01 weeks, your training period will commence from the date of your joining. You are requested to confirm acceptance of our offer and we would expect you to join us as early as possible, but not later than **11/01/2022** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Copies of Proof of Age, ID Proof and Address Proofs (Aadhar is Mandatory)
2. Internship permission letter from Collage
3. Copies of Educational Certificates.
4. 1 Passport size photographs.

This offer of internship is subject to receipt of satisfactory references.

This Letter of Internship is being issued in duplicate. As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

We look forward to your valuable contributions and wish you the very best for a rewarding Internship with ADPL.

for **Ascent Decor Private Limited.,**

SUJANYA.R
Head – HR & Admin

Acknowledgement

I accept the offer letter and the details as mentioned above in this Internship (Trainee) - Offer Cum Appointment Letter. I shall be joining ADPL on or before: ____/____/_____

Candidate Name: _____ **Signature:** _____
Date (DD/MM/YYYY): _____ **Place:** _____

ASCENT DECOR

Date: **05/01/2022**

To
Mr. C Dayananda
M: +91 9019667308
Email: Dayasagar8576@gmail.com

Internship (Trainee) - Offer Cum Appointment Letter.

Dear Ms. Parimala

Further to the interview, you had with us, we are pleased to inform you that you have been selected as **INTERN – TRAINEE (Turnkey Project Basis) in HR Department** in our Company and you will be placed in a corporate office, Bangalore on the following terms and conditions:

TURNKEY PROJECT

1. Your turnkey project will be in at **ASCENT DECOR PRIVATE LIMITED, 22/5B Beratena Agrahara, Hosur Road, Electronic City, Bangalore 560 100, Karnataka, India**. However, you may be transferred anywhere in India if circumstances so necessitate continuing the turnkey project on the same terms and conditions.
2. The Turnkey Project will be for a period of **3 months** from the date of your appointment **(Starts on 11/01/2022 & ends on 31/03/2022).** On completion of your turnkey project period, your employment with us ends.
3. Your internship is subject to compulsory lock-in period of **1 MONTH**.

CONSOLIDATED STIPEND

1. You will be paid a fixed stipend of **Rs. 5000/- per month,** which inclusive of travel allowance during the period of your Turnkey Project. **Post Trainee your CTC : 4.5 LPA**

RULES AND REGULATIONS

1. You required to work a minimum of 7.30 hours a day (Include 30 Minutes Break). Working hours will be from **09:30 A.M. to 05:00 P.M. Monday to Saturday** and **Sunday will be weekly off**. Work timing must be strictly adhered to, and any deviations will result in disciplinary actions.
2. You will be getting National & Festival holidays as per the holiday list published by the company. You will be eligible for one Casual Leave (CL)/ Sick (SL) every month. Any leave must be strictly availed after prior approval of the reporting manager.
3. Your performance will be reviewed periodically during the turnkey project period. If your performance does not meet with the requirements the employment may be terminated by ADPL by **giving 7 days of notice**.

4. Your Appointment is subject to compulsory lock-in period of **1 Month**. Hence you are required to work a minimum of **1 Month Compulsorily**. In the event, you want to exit post-lock-in the period you are required to serve **1 MONTH NOTICE** or pay **1 Month stipend** in lieu thereof to the company or as agreed with the Management.
5. You are expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and maintain a high standard of work expected of you by the company.
6. You will treat matters pertaining to the Company's business interests with utmost confidentiality and such confidentiality must be maintained during your internship with the Company and thereafter. Your stipend and benefits along with other terms of Internship are strictly confidential and you are expected not to disclose or discuss any of these details with your fellow interns/colleagues or any third-party external to the company during your internship in the company. You are required to maintain the highest order of discipline and secrecy about the work of the company and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.
7. During your internship with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.
8. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect or affects the reputation of the Company's working or of any breach of the terms and conditions herein or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude or any act of indiscipline or inefficiency or for loss of confidence, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.
9. You are required to strictly adhere to the guidelines and the instructions of your reporting manager or the team lead. Any insubordination or disobedience will lead to disciplinary actions or even termination of the job.
10. The daily reporting pattern as advised by the reporting manager must be adhered to and non-adherence will lead to disciplinary action.
11. Cordial and courteous behaviour is expected from all interns while interacting with customers, colleagues and reporting manager. Insubordination or rude behaviour on the part of the interns will lead to disciplinary action or even termination of the job.
12. Formal dress code must be followed on all working days. Interns are expected to demonstrate good judgement and professional taste about the attire worn during business hours.
13. **Confidentiality: Matters of your compensation are extremely confidential. Any discussion or disclosure of your compensation with anybody other than your Departmental Head or HR will be considered as a breach of the agreement. Your**

stipend package is unique to you and not to be taken into comparison with other interns of the company.

14. This appointment has been made based on the information furnished in your application for Internship and subsequent interviews. If at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

TRAINING PERIOD

1. The Training will be for a period of 01 weeks, your training period will commence from the date of your joining. You are requested to confirm acceptance of our offer and we would expect you to join us as early as possible, but not later than **11/01/2022** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Copies of Proof of Age, ID Proof and Address Proofs (Aadhar is Mandatory)
2. Internship permission letter from Collage
3. Copies of Educational Certificates.
4. 1 Passport size photographs.

This offer of internship is subject to receipt of satisfactory references.

This Letter of Internship is being issued in duplicate. As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

We look forward to your valuable contributions and wish you the very best for a rewarding Internship with ADPL.

for **Ascent Decor Private Limited.,**

SUJANYA.R
Head – HR & Admin

Acknowledgement

I accept the offer letter and the details as mentioned above in this Internship (Trainee) - Offer Cum Appointment Letter. I shall be joining ADPL on or before: ____/____/_____

Candidate Name: _____ **Signature:** _____
Date (DD/MM/YYYY): _____ **Place:** _____

PSPL/2021/OF/20305/Sales Executive

March 12, 2021
Likith Kumar K
Bengaluru

Dear **Likith Kumar K**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive** in **Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **260223**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and sales target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **March 15, 2021** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Manjunath N**, Contact No. **9606624783** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at **Bengaluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,

Kirti Sharma
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1710	20525
Statutory Bonus	2300	27600
Gross Salary	**19160**	**229925**
PF (Employer)	1693	20319
ESIC (Employer)	623	7473
Medical Insurance Premium	209	2508
Monthly CTC	**21685**	**260223**
Variable		
Performance Linked Incentive (PLI)*	15000	180000
Total Salary (Gross CTC)	**36685**	**440223**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

Dayananda Sagar University

Mrs. Asha MP <asha.mp@dsu.edu.in>

Fwd: Sharanu Chinti's offer letter

Dr.Truptha Shankar <truptha.shankar@dsu.edu.in> Tue, Apr 26, 2022 at 3:32 PM
To: "Prof. Anant Pophali" <anant.pophali@dsu.edu.in>
Cc: "Mrs. Asha MP" <asha.mp@dsu.edu.in>, "Prof. Darpana Singh" <darpana@dsu.edu.in>, "Capt. Nagaraj Rao" <dean-cee@dsu.edu.in>

Dear Sir,
Please find attached offer letter of Sharanu Chinti.Kindly record the student Sharanu as placed.

Regards,
Truptha Shankar
---------- Forwarded message ---------
From: **sharanu chinti** <sharanus250@gmail.com>
Date: Tue, Apr 26, 2022 at 3:26 PM
Subject: Sharanu Chinti's offer letter
To: <truptha.shankar@dsu.edu.in>

Hell Prof. greetings!

I'm Sharanu Chinti Student of 4th sem DSU MBA. I have got a opportunity in RoyalOak Inc Pvt Ltd. as an procurement executive.

I have attached my offer letter.

Thank you.

ROYALOAK
International Furniture Unbeatable Price

Jan 28, 2022

Candidate Name: Mr.Sharanu Chinti

Candidate Address:

Dear Sharanu Chinti,

With reference to the interview you had with us, we are pleased to offer you a position of **"Executive - Purchase"** at Grade **G7** as per the terms & conditions already discussed with you.

Your annual compensation is **Rs.384000 (Three Lakhs Eighty Four Thousand Only)** and will be subject to other deductions as per company policies and practices, Annexure Attached.

A formal appointment letter with all the terms & conditions will be issued to you at the time of your joining. We request you to bring following documents at the time of reporting to duty. Royaloak reserves the right to withdraw this offer in event of an adverse finding during the reference check pertaining to the disclosure in your resume.

- Duly filled Employment Application Form.
- Passport size photographs with white background (5 nos.)
- Original certificates / testimonials for verification & return.
- Relieving letter from the immediate past employer (Not applicable for fresher).
- Latest pay slips (Not applicable for fresher).
- PAN Card copy.
- Photo ID proof and address proof (Election Card / Driving License / Aadhar Card / Passport)

In case any of the above documents are already submitted, please ignore the same and submit the remaining documents while joining.

Your joining date will be on **January 28, 2022** at
CORP .
It may be noted that if you do not report for duty as discussed, it will be deemed that you are not interested in our offer and will stand automatically withdrawn with effect from the said date. ***Kindly confirm the acceptance of this offer by acknowledging the same as a token of acceptance of this offer letter.***

For, ROYALOAK INCORPORATION PVT. LTD.



Vidya Bhushan Dewangan
Head – Human Resources

Registered Address
#5,RajSquare,4thFloor (unit2),OuterRingRoad
Banaswadi,Bangalore-560043.
T-080-42734500
info@royaloakindia.com
www.royaloakindia.com

PSPL/2021/OF/20305/Sales Executive

March 12, 2021
Suhas R
Bengaluru

Dear **Suhas R**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Executive.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Executive** in **Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **260223**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and sales target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **March 15, 2021** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Manjunath N**, Contact No. **9606624783** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at **Bengaluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,

Kirti Sharma
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1710	20525
Statutory Bonus	2300	27600
Gross Salary	**19160**	**229925**
PF (Employer)	1693	20319
ESIC (Employer)	623	7473
Medical Insurance Premium	209	2508
Monthly CTC	**21685**	**260223**
Variable		
Performance Linked Incentive (PLI)*	15000	180000
Total Salary (Gross CTC)	**36685**	**440223**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

DHL SUPPLY CHAIN INDIA PVT. LTD.

702, 7th Floor
Tower B, 247 Park
LBS Road, Vikhroli (West)
Mumbai - 400 083, Maharashtra, India
Tel. : +91 22 6136 2000
Fax : +91 22 6136 2090
www.dhl.co.in
CIN : U74120MH2013PTC242240
E-mail id : dhlsupplychain@dhl.com

Ref No: DSC/HO/FTE/2022/0248 **Date: 30th June 2022**

Swaroop S
South I

Sub: Offer

Dear Swaroop,

This has reference to the meeting you had with us in connection with your employment in our organization. We are glad to inform you that you are selected for the below post, details of which are given below:

Role Title	: Real Estate Trainee
Department	: RES
Location	: Bangalore
Division	: **DSC**
Reporting To	: Head - Real Eastate - South

We would appreciate if you can join us on **18th July 2022.** This contract will become invalid if you do not join the services of the company within 30 days from the date of your acceptance.

Your appointment in our organisation will be under the following terms & conditions:

1.0 Work Timings

You will be governed by the timings and the hours of work applicable to the establishment.

2.0 Leave

You will be entitled to leave as per the company rules.

3.0 Probation Period

Effective your date of joining, you will be on probation for a period of **6 months**. While on probation your services may be terminated without any prior notice & without assigning any reason. On satisfactory completion of your probation period, your services will be confirmed in writing. The Company may at its discretion extend your probation.

4.0 Salary

4.1 The break-up of your compensation is mentioned in the attached Annexure.

4.2 You will be granted an annual increment based on your performance and contribution according to the company policies.

4.3 Any employee who has joined after 30th September will not be eligible for annual target bonus in that particular year and no make-up payment will be made in the following year.

5.0 Provident Fund

You shall be covered as per the provisions of the **Employee Provident Fund Act, 1952**, from the date of joining as per the rules applicable.

6.0 Gratuity

6.1 You will be entitled to gratuity as per the provisions of the **Payment of Gratuity Act 1972** on completion of 5 years of continuous service with DHL.

6.2 On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with DHL.

Gratuity amount is exempted from tax up to a maximum limit of **Rs.20,00,000/-** only once in an individual's career even though this might span multiple organizations.

7.0 Bonus Plan

7.1 In addition to your annual base salary of **510445,** you will be eligible to receive variable incentives per calendar year in accordance with the prevailing rules of the DHL Bonus Plan ("the Plan"), which terms and conditions may be amended from time to time by the Company at its absolute discretion. For the avoidance of doubt, the name of the Plan may likewise be amended from time to time by the Company at its absolute discretion.

8.0 General

8.1 You are required to adhere to all the policies of the Company including its Code of Conduct. You will be bound by the rules and regulations as existing and varied from time to time, in relation to conduct, behavior, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.

8.2 It is an express condition that the company's personnel are full-time employees and accordingly you shall fully devote your time to the company's business. You shall not, without express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.

8.3 You shall not give out to anyone, in any manner whatsoever, particulars, or any details of any of the matters pertaining to the company or its' working, or any other confidential information. In the event of any breach of this condition on your part, you will be liable for termination of your services with immediate effect.

8.4 In the event you are absent for a continuous period of 7 days from your duty without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the company without notice.

8.5 You must return to the company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the company or which refer to any confidential information and which are in your possession or under your control.

8.6 You shall keep the company informed in writing, of any change in your name and Home Address.

8.7 The employee must carry out his defined role and responsibilities as specified by the organization from time to time.

8.8 Any failure on your part to comply with the provisions of this letter or in any instance of misconduct, misbehavior or fraud on your part, the Company shall be entitled to terminate your services forthwith with notice and without any liability including payment of salary in lieu of notice.

9.0 Notice Period

9.1 The notice period / notice pay of **30 days** will be applicable on either side, in case of resignation / termination of services after confirmation.

9.2 However, for misconduct, misbehavior or fraud, the company may terminate your services with immediate notice and no monetary liability is lieu of Notice.

10.0 Retirement

10.1 You will retire from the services of the company on the day you complete the age of 58 years.

10.2 For determination of age, the details in the documents furnished by you and verified by the company at the time of joining will be considered

11.0 Transfer and Travel

11.1 Your services are transferable to any other office of the company in India & the decision with regard to this is solely on the management.

11.2 You may be required to travel on company work and you will be reimbursed expenses as per the company policy

12.0 Background Checks

As a part of the joining formalities, the company will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

13.0 Additional Benefits

13.1 You will be entitled for group mediclaim insurance cover up to Rs. **4,00,000/-** hospitalization. This is a family floater mediclaim policy which covers spouse and two kids, provided for enrollment details are registered with the local Human Resource team at the time of joining.

13.2 You will also be eligible for **Group Term Life Insurance & Personal Accident Insurance** as Per the grade entitlement.

13.3 You are requested to inform the company of any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

Employees must be present/active in payroll during the bonus payment month to receive the bonus payment for previous year.

The Company reserves the right to vary, amend, substitute the benefits contained herein.

We welcome you to our organization, and look forward to having a mutually beneficial long-term association.

Thanking you,

Yours faithfully,

For **DHL Supply Chain India Pvt. Ltd.,**

Yogesh Kotian
(DHL Supply Chain)

Digitally signed by Yogesh Kotian (DHL Supply Chain)
Date: 2022.07.01 16:50:48 +05'30'

For Beena Jacob
Senior Director – Human Resources

_____

I accept the above offer
Swaroop S

Annexure - I

Swaroop S

Real Estate Trainee

Salary Structure		
EARNING HEAD	**Per Month**	**Per annum**
Basic Salary	23308	279701
House Rent Allowance	11654	139851
Personal Pay	4662	55940
Bonus	1942	23299
Additional HRA		
Other allowance		
Total Monthly Payment	**41566**	**498791**
Leave Travel Allowance		11654
Annual Guaranteed Payment		**510445**
Target Bonus (100%)		42537
		42537
Provident Fund		33564
Gratuity		13454
Total Retirals		**47018**
Target CTC		**600000**

Annual Base Salary		**510445**

For **DHL Supply Chain India Pvt. Ltd.,**

Yogesh Kotian (DHL Supply Chain)

Digitally signed by Yogesh Kotian (DHL Supply Chain)
Date: 2022.07.01 16:51:03 +05'30'

For Beena Jacob
Senior Director – Human Resources

_____

I accept the above offer
Swaroop S

ANNEXURE - II

Documents to be brought on the day of joining:

1. Recent two passport size photographs
2. ICICI / HDFC – Bank Account number, if already having an account with this bank.
3. Relieving letter from previous employer.
4. Relevant Educational Certificates.
5. Copy of Permanent Account Number Card
6. Address Proof

61

pinclick

28th March 2022

Sub: Offer of employment by Pin Click

Dear **Ruman S U,**

Congratulations and we are very pleased to extend an offer to you to join Pin Click as **"Property Advisor"**, with effect from **10/04/2022**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.. Once the PPO is confirmed 5.16 LPA is applicable and attached herewith Annexure B.

2. Your initial posting as a Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.

4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days' notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15day'snotice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	**Ruman S U**	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Sub-Total I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
(A-B)	**Net Salary**	**22,640**	**2,71,680**
	Benefits		
C	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub Total II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(There will be 7 days of training period and an assessment then your payroll will start)

(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	Ruman S U	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR - Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	Sub-Total I / Gross Pay	**26,589**	**3,19,068**
B	Professional tax	200	2,400
	PF Employer	1,008	12,096
(A-B)	**Net Salary**	**25,381**	**3,04,572**
	Benefits		
C	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	**1,411**	**16,932**
Total A + C	**Cost to the Company**	**28,000**	**3,36,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

LETTER OF INTENT

A) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his/ her KRA's.
B) The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name:_____
Signature:_____

Today's Date:_____

Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

28th March 2022

Sub: Offer of employment by Pin Click

Dear **Vighnay Gowda**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as **"Property Advisor"**, with effect from **10/04/2022**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.. Once the PPO is confirmed 5.16 LPA is applicable and attached herewith Annexure B.

2. Your initial posting as a Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.

4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days' notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15day'snotice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	**Vighnay Gowda**	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Sub-Total I / Gross Pay	**23,740**	**2,84,880**
B (A-B)	Professional tax	200	2,400
	PF Employer	900	10,800
	Net Salary	**22,640**	**2,71,680**
	Benefits		
C	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub Total II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(There will be 7 days of training period and an assessment then your payroll will start)
(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	**Vighnay Gowda**	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR - Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	Sub-Total I / Gross Pay	**26,589**	**3,19,068**
B (A-B)	Professional tax	200	2,400
	PF Employer	1,008	12,096
	Net Salary	**25,381**	**3,04,572**
C	**Benefits**		
	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	**1,411**	**16,932**
Total A + C	**Cost to the Company**	**28,000**	**3,36,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

LETTER OF INTENT

A) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his/ her KRA's.
B) The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name:_____
Signature:_____

Today's Date:_____

Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

28th March 2022

Sub: Offer of employment by Pin Click

Dear **Mohammad Shoaib Khan**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as **"Property Advisor"**, with effect from **10/04/2022**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.. Once the PPO is confirmed 5.16 LPA is applicable and attached herewith Annexure B.

2. Your initial posting as a Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.

4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days' notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15day'snotice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	**Mohammad Shoaib Khan**	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Sub-Total I / Gross Pay	**23,740**	**2,84,880**
B (A-B)	Professional tax	200	2,400
	PF Employer	900	10,800
	Net Salary	**22,640**	**2,71,680**
	Benefits		
C	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub Total II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(There will be 7 days of training period and an assessment then your payroll will start)
(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	**Name**	**Mohammad Shoaib Khan**	
	Designation	**Property Advisor**	
	Department	**Sales**	
	Date of Joining	**04th April 2022**	
	C & B CATEGORY	**INR - Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	Sub-Total I / Gross Pay	**26,589**	**3,19,068**
B (A-B)	Professional tax	200	2,400
	PF Employer	1,008	12,096
	Net Salary	**25,381**	**3,04,572**
C	**Benefits**		
	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	**1,411**	**16,932**
Total A + C	**Cost to the Company**	**28,000**	**3,36,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

*Two-wheeler is mandatory with valid driving license.

(3000K includes in above annexure for Fuel Expenses & 500 Rs deduction for mobile bill)

Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click

ManikKinra

Founder & CEO

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

LETTER OF INTENT

A) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his/ her KRA's.
B) The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name:_____
Signature:_____

Today's Date:_____

Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website :www.pinclick.com
CIN No.U70102KA2015PTC084563

Chandan Kumar H K

#108, near doddamma temple, Hulimavu, BG road, Bangalore - 560076

03/June/2022

Dear Chandan Kumar H K,

Subject: Offer letter

We are pleased to offer you the position of **Associate** in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on **03/June/2022,** subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be **Bangalore**.

Your **Total Fixed Compensation** will be Rs. **600,000** as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period **of three calendar** days only. To confirm your acceptance to this employment offer, put your signature on page numbers **2, 14** and **15** of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within **three days** from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Chandan Kumar H K

{{Sig_es_:signer2:signature}}
{{Dte_es_:signer2:date}}

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: **Chandan Kumar H K**
Designation: **Associate**
Location: **Bangalore**

Compensation details

Components	**Per Annum (Rs)**
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	**600,000**

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policy
Mobile Phone Connection	As per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	**40,266**
Total CTC (A + B+ C)	**640,266**
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972
All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent (1) The value above is only the estimated monetized value of the applicable benefits	

All the above amounts are based on a full year of service and the amount payable would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the **MBA** fresher (or equivalent) pay grade of PwC SDC subject to successful completion of the **MBA** (or equivalent) examinations and submission of the necessary mark-sheets /certificates **within 6 months from the date of joining**. Any exception to it will result in the salary to be revised as per the Graduate fresher pay grade of PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961 as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than 6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to you by or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is **21/11/1999**. You will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of **six months** from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you may terminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties as a professional within the required time frame. Depending on business circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Company and/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. *Independence*

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest or close out a financial arrangement, which could be on short notice and/or on terms that are disadvantageous to you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be required to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. *Data Privacy & Confidentiality*

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further, you must abide/comply with Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may include transferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as long as may be necessary given the purposes for which it was collected. If you have any questions or concerns about how the Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. *Risk Management*

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Company has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

12. *Confidential and Proprietary Information*

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-compliance to the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediately notified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. *Enrolment and Certifications (Wherever applicable)*

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institute within two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. *Bond signing (Sponsored Training Programs)*

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen for such training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

19. *Leased Assets*

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leased assets.

20. *Retirement Age*

The retirement age from the services of the Company is 60 years.

21. *Retirement / Separation Benefits*

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. *Notice Period*

The notice period for termination of employment by either side shall be **two months** or as specified in the HC Policy of the Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. *Exit Formalities:*

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offered by a client or owner of the company for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity with which such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect to the spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen) days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to First Information Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on the nature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities on me.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty may lead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopers LLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Chandan Kumar H K

_____

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("**PwC SDC"**), which were duly accepted by me and constitute my offer letter with PwC SDC ("**Offer Letter**").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Chandan Kumar H K

Dear Harshit Chaturvedi,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") 03/June/2022, subject to the terms and conditions onattached hereto in Appendices A and B.

Your base office location will be Bangalore

Your Total Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Harshit Chaturvedi

{{Sig_es_:signer2:signature}}
{{Dte_es_:signer2:date}}

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Harshit Chaturvedi
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	600,000
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policy
Mobile Phone Connection	As per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the **MBA** fresher (or equivalent) pay grade of PwC SDC subject to successful completion of the **MBA** (or equivalent) examinations and submission of the necessary mark-sheets /certificates **within 6 months from the date of joining**. Any exception to it will result in the salary to be revised as per the Graduate fresher pay grade of PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961 as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than 6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to you by or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is **21/11/1999**. You will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of **six months** from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you may terminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties as a professional within the required time frame. Depending on business circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Company and/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest or close out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be required to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further, you must abide/comply with Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may include transferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as long as may be necessary given the purposes for which it was collected. If you have any questions or concerns about how the Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Company has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediately notified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institute within two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen for such training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leased assets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall be **two months** or as specified in the HC Policy of the Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity with which such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to youin the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect to the spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen) days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to First Information Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on the nature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustionof your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities on me.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively “Sensitive Data”). I shall not bring any Sensitive Data into the Company and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty may lead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopers LLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Harshit Chaturvedi

_____

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("**PwC SDC**"), which were duly accepted by me and constitute my offer letter with PwC SDC ("**Offer Letter**").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers andno person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Harshit Chaturvedi

Dear Rakhi Kesharwani,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Rakhi Kesharwani

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Rakhi Kesharwani
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policyAs
Mobile Phone Connection	per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-ratabased on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the MBA Fresher (or equivalent) pay grade of PwC SDC subject to successful completionof the MBA (or equivalent) examinations and submission of the necessary mark-sheets /certificates within 6 months from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay gradeof PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to youby or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in thisagreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is 21/11/1991 / 1999 will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of six months from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you mayterminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility andyou will be expected to complete your assigned duties as a professional within the required time frame. Depending onbusiness circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusiveproperty of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Companyand/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest orclose out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requestedby the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financialrelationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will berequired to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information
requested by the Company to verify your declaration. After commencing employment with the Company, if itis later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further, you must abide/comply withCompany's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may includetransferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as longas may be necessary given the purposes for which it was collected. If you have any questions or concerns about howthe Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients.To achieve this, the Company has an effective set of risk management policies, processes and procedures. All teammembers are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes whenundertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading.Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notesand plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only asnecessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediatelynotified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoingobligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce theCode of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code ofconduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased orlicensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institutewithin two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in theevent you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that suchstaff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen forsuch training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fullyentitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it isclarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall beyour personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leasedassets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall bethe two months or as specified in the HC Policy of Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so inwriting, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the servicesof the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company orcorporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity withwhich such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect tothe spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen)days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to FirstInformation Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on thenature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card)either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities onme.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into theCompany and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty maylead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopersLLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service DeliveryCenter (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Rakhi Kesharwani

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("PwC SDC"), which were duly accepted by me and constitute my offer letter with PwC SDC ("Offer Letter").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Rakhi Kesharwani

Dear S Rashmi,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

S Rashmi

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: S Rashmi
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policy
Mobile Phone Connection	As per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the **MBA** fresher (or equivalent) pay grade of PwC SDC subject to successful completion of the **MBA** (or equivalent) examinations and submission of the necessary mark-sheets /certificates **within 6 months** from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay grade of PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961 as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than 6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to you by or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is **21/11/1999**. You will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of **six months** from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you may terminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties as a professional within the required time frame. Depending on business circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Company and/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest or close out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be required to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further, you must abide/comply with Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may include transferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as long as may be necessary given the purposes for which it was collected. If you have any questions or concerns about how the Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Company has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediately notified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institute within two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen for such training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leased assets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall be **two months** or as specified in the HC Policy of the Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity with which such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to youin the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect to the spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen) days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to First Information Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on the nature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustionof your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities on me.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively “Sensitive Data”). I shall not bring any Sensitive Data into the Company and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty may lead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopers LLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

S Rashmi

_____

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091Telephone: +91 (33) 6620 9018,
Email id: pwcsdc@xa.pwc.com Website: https://www.pwc.in/sdc.html
CIN: U72200WB2010PTC142115

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("**PwC SDC**"), which were duly accepted by me and constitute my offer letter with PwC SDC ("**Offer Letter**").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers andno person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

S Rashmi

Dear Sai Niveda T,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Sai Niveda T

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Sai Niveda T
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policyAs
Mobile Phone Connection	per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-ratabased on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the MBA Fresher (or equivalent) pay grade of PwC SDC subject to successful completionof the MBA (or equivalent) examinations and submission of the necessary mark-sheets /certificates within 6 months from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay gradeof PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to youby or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in thisagreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is 21/11/1991 / 1999 will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of six months from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you mayterminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility andyou will be expected to complete your assigned duties as a professional within the required time frame. Depending onbusiness circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusiveproperty of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Companyand/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest orclose out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requestedby the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financialrelationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will berequired to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information
requested by the Company to verify your declaration. After commencing employment with the Company, if itis later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further, you must abide/comply withCompany's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may includetransferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as longas may be necessary given the purposes for which it was collected. If you have any questions or concerns about howthe Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients.To achieve this, the Company has an effective set of risk management policies, processes and procedures. All teammembers are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes whenundertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading.Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notesand plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only asnecessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediatelynotified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoingobligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce theCode of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code ofconduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased orlicensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institutewithin two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in theevent you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that suchstaff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen forsuch training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fullyentitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it isclarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall beyour personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leasedassets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall bethe two months or as specified in the HC Policy of Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so inwriting, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the servicesof the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company orcorporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity withwhich such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect tothe spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen)days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to FirstInformation Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on thenature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card)either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities onme.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into theCompany and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty maylead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopersLLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service DeliveryCenter (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Sai Niveda T

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("PwC SDC"), which were duly accepted by me and constitute my offer letter with PwC SDC ("Offer Letter").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Sai Niveda T

Dear Soukya C,

Subject: Offer letter

We are pleased to offer you the position of Associate in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on 03/June/2022, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be Your Total Bangalore.

Fixed Compensation will be Rs. 600,000 as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of three calendar days only. To confirm your acceptance to this employment offer, put your signature on page numbers 2, 14 and 15 of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within three days from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of –
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

{{Dte_es_:signer1:date}}

Soukya C

{{Sig_es_:signer2:signature}}

{{Dte_es_:signer2:date}}

Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

03/June/2022
Name: Soukya C
Designation: Associate
Location: Bangalore

Compensation details

Components	Per Annum (Rs)
Components	Per Annum (Rs)
Basic	229,920
House Rent Allowance	114,960
Provident Fund (Employer's Contribution)	27,590
Statutory Bonus	16,800
Fixed Compensation	
Reimbursable Flexible Benefit (RFB)	185,530
Fixed Compensation	574,800
Total Fixed Compensation (A)	**600,000**
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation (A)	600,000

Performance Bonus (B)	As per Company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per Company policyAs
Mobile Phone Connection	per Company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per Company policy
Total Benefits (C) (1)	40,266
Total CTC (A + B+ C)	640,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972

All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent
(1) The value above is only the estimated monetized value of the applicable benefits

All the above amounts are based on a full year of service and the amount payable would be determined pro-ratabased on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the MBA Fresher (or equivalent) pay grade of PwC SDC subject to successful completionof the MBA (or equivalent) examinations and submission of the necessary mark-sheets /certificates within 6 months from the date of joining. Any exception to it will result in the salary to be revised as per the Graduate fresher pay gradeof PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to youby or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in thisagreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is 21/11/1991 / 1999 will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of six months from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you mayterminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility andyou will be expected to complete your assigned duties as a professional within the required time frame. Depending onbusiness circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre - requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusiveproperty of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Companyand/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:
You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.

b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest orclose out a financial arrangement, which could be on short notice and/or on terms that are disadvantageousto you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.

c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requestedby the Company.

d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financialrelationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will berequired to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information
requested by the Company to verify your declaration. After commencing employment with the Company, if itis later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a "consent to cooperate" to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.

2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further, you must abide/comply withCompany's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may includetransferring and storing such personal data and information to locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as longas may be necessary given the purposes for which it was collected. If you have any questions or concerns about howthe Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients.To achieve this, the Company has an effective set of risk management policies, processes and procedures. All teammembers are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes whenundertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are requiredto take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading.Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notesand plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only asnecessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-complianceto the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediatelynotified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain oradvantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoingobligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce theCode of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at http://pwcportal.pwcinternal.com. You are expected to bring any code ofconduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased orlicensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institutewithin two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in theevent you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that suchstaff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen forsuch training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fullyentitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it isclarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall beyour personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leasedassets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement / Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall bethe two months or as specified in the HC Policy of Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so inwriting, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit Formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the servicesof the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company orcorporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offeredby a client or owner of the company for whom an assignment is being performed by you or on which you are workingfor six months after the assignment is completed, unless appropriate written consent is obtained from the Company.It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity withwhich such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect tothe spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen)days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to FirstInformation Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on thenature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

{{Sig_es_:signer1:signature}}

Authorised Signatory

Encl: Declaration to be signed by the Employee

Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card)either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities onme.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into theCompany and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty maylead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopersLLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service DeliveryCenter (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Soukya C

Name

{{Sig_es_:signer2:signature}}

Signature

{{Dte_es_:signer2:date}}

Date

Past Employment Related Obligations

This is with reference to the Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center (Kolkata) Pvt. Ltd. ("PwC SDC"), which were duly accepted by me and constitute my offer letter with PwC SDC ("Offer Letter").

I hereby represent, warrant, confirm and reiterate to PwC SDC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC SDC or fully performing any of my duties under the Offer Letter or engaging in any activity that I am required or expected to perform in connection with my employment with PwC SDC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC SDC, bringing it into PwC SDC's premises, using it in the performance of my duties for PwC SDC or inducing PwC SDC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC SDC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC SDC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC SDC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC SDC and is to be read in conjunction with my Offer Letter.

Yours faithfully,

{{Sig_es_:signer2:signature}}

Soukya C

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

8 June 2022

Private & Confidential

Medha Patki
301 Tamra Residency
Near Chokkabettu Circle Surathkal, Mangalore
Karnataka 575014 India
+91 8123258926

EMPLOYMENT CONTRACT

Dear Masoom,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd** (SAP) on the following terms and conditions:

1. Appointment

1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 01 August 2022 up to 26 July 2024.
Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is **INR 600,000.00**.

2.2 Below is the breakup of the other benefits available to you.

(A)	**Cash Components**	**INR per annum**
	Annual Stipend	**600,000.00**
(B)	**Benefits***	**INR per annum**
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP[#]	44,284.80
	Wellness Cover for Employee	5,000.00
	Cost of Benefits (Approximate)	**106,484.80**
Cost to Company (A + B)		**706,484.80**

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior*

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.

#OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

In addition to the above compensation components and best-in-class benefits, SAP offers **FlexBen** program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy.

Please refer to the enclosed "Annexure" for details of compensation, benefits, flex work and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shweta Mohanty
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
Manager, Local HR Services India
HR Service Center, SAP, India

I accept the terms & conditions of service outlined above

.....
Medha Patki

Date: 09-Jun-2022 | 15:42:09 CEST

Place: Bangalore

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Annexure – Terms and Conditions

1. Probation

1.1 You shall serve a probationary period of **six** months from the date of joining. Upon satisfactory completion of a formal performance appraisal, you shall be confirmed in the permanent establishment of the Company.

1.2 The Company reserves the right to either extend the probationary period or invoke clause 8.5 of this contract in the event your performance is not up to the expectations.

1.3 Unless your probationary period is specifically extended by the Company in writing, your services shall be treated as confirmed on completion of the probationary period and upon satisfactory completion of a formal performance appraisal. Either the Company or you may at any time terminate your employment during the probationary period by providing a prior written 4 weeks' notice or in lieu thereof a sum equal to the amount of salary which would have been accrued to you during the notice period.

1.4 Leaves during your probationary period is subject to the prior approval from your line manager/supervisor unless it is a case of emergency. However, you shall keep your manger informed and take necessary approval for leave. Approval of the leave will be at the discretion of your manager/supervisor.

2. Total Rewards

Brief Description of the compensation components:

A. **Stipend** - A fully taxable component

B. **Retirement Benefits**: Provident Fund and Gratuity are retirement benefits as mandated by the law.

In addition to the above compensation components, you will also be eligible for other benefits offered by the company as per the policy.

3. Performance of Duties & Conflict of Interest

3.1 As part of your employment with SAP, you will be required to undergo the Scholar@SAP Program. In addition to other policies that apply to your employment with the Company, the terms and conditions applicable to the **Scholar@SAP** Program will also be binding on you.

3.2 You shall always be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

3.4 You shall keep strictly confidential details of your salary and employment benefits within and outside the company.

3.5 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.

3.6 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

4. Annual Leave

You shall be eligible for annual leave and public holidays as per the company's then prevalent leave policy. There is no leave encashment for Scholars under any situation.

5. Working hours

Your normal working hours are 8:00 a.m. to 5:00 p.m. from Monday to Friday with an hour lunch break per day. Upon any change of the Company's working hours, your working will be rescheduled accordingly. You shall be expected to devote as much time as required for the proper discharge of your duties to the Company, and to the best of your ability, to seek, to safeguard the interests of the Company at all times.

Further, you may require to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the then prevalent "Shift Work Policy" of the company.

6. Intellectual Property Rights

The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or in any way securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company.

7. Benefits

The Company shall provide you with reimbursements or allowances for costs incurred in traveling on Company's business, in accordance with the prevailing Company policy.

8. Termination of Employment

8.1 SAP would be conducting a Background Check for all new hires through authorised partners. If it is validated and proven that an employee has furnished falsified information in the resume or during interviews he/she is liable to be terminated from his/her services. In such cases SAP may also choose to seek repayment of any valid expenses such as training, travel costs etc., Also the termination in this case would be immediate and with no notice amount payouts.

8.2 Your employment with SAP will commence on 01 August 2022 and close by the working hours on 26 July 2024. Your employment is temporary and limited to the employment tenure dates mentioned above. Unless the employment is extended in writing by SAP before the expiry of the tenure specified above, your employment comes to an end automatically upon completion of the tenure specified herein or extended period, if any.

8.3 In addition to the provisions of termination provided elsewhere in this Appointment letter, the relationship between the Parties can be terminated as follows:

- Either the Company or you may at any time terminate this agreement by giving in writing to the other party two months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of Base salary which would have been accrued to you during the period or remaining period of notice.
- During the probationary period, your employment will be liable for termination on 30 days' notice from either side without having to assign any reasons thereof.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

8.4 Accrued leave is not to be offset from the notice period except with the express written permission of the Company.

8.5 The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:

- You commit any material breach of any of your duties and responsibilities under this contract.
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment.
- You become insolvent or bankrupt, or are charged with any criminal offense which is prejudicial to the interests of the Company.
- The Company is restricted from continuing to employ you by reason of any other legal incapability.
- You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.
- Your work performance is poor/unsatisfactory or not to the level of satisfaction which can encompass a variety of behavior that include, but not limited to:
  - inability to complete work assignments or correct errors in a reasonable amount of time.
  - inability (for whatever reason) or unwillingness to learn new tasks or skill or to work collaboratively.
  - inability to exercise good judgement.

8.6 Availing leaves during the notice period will be subject to the company's then prevalent exit policy.

8.7 Eligible scholar can be rehired either as a contractual employee or full time employee only after a period of Six months from termination of contract.

9. Alterations

The above terms may be modified by the Company from time to time in writing and such variations shall be binding on you.

10. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

11. Code of Conduct

11.1 The Company has its code of conduct which consists of all the company's policies, rules, regulations and guidelines pertaining to the benefits, rights, obligations of the employees (Code of Conduct) vis a vis the Company during the term of your employment with the Company.

11.2 Upon you signing the copy of the appointment letter you shall be bound by the Company's existing Code of Conduct, which shall form an integral part of this contract.

The Company shall have the right to make a new policy in this regard, modify and or amend the Code of Conduct based on its current or future business necessities, statutory requirements or for any reason whatsoever. You are hereby made aware that, the above agreement to be bound by the Company's Code of Conduct shall include any amendments made to the above Code of Conduct or any other new policies of the Company which shall form a part of

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

such conduct. A copy of such amendments, modifications, new policies will be sent to you before the same comes into force and on receipt of the same it shall be deemed that you have accepted such amendments, modifications and new policies and agree to be bound by it.

11.3 In the event of you committing a breach of any of the obligations imposed upon you under the Code of Conduct or any new policy of the Company the same shall be treated as a material breach and the Company reserves the right to terminate your employment without notice or compensation thereof as per applicable laws.

12. Responsibility of Foreign Nationals:

You shall be responsible to ensure that your requisite work and residence permit is valid and legal as required by the applicable Rules and Regulation set forth by Government of India from time to time. Failing to maintain the requisite work and residence permit at all/any time(s) during the employment period with SAP shall lead to termination of employment.

13. Dress Code

The Company requires you to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. You shall comply with the Company's then prevalent workplace-appropriate attire and grooming Policy as provided to you from time to time. You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

14. Consent for use of Personal Information and Sensitive Personal Data or Information

You agree that during the course of your employment and thereafter SAP may be required to share your personal information with a third party who is bound by confidentiality obligations to SAP to run certain SAP's processes. By signing this offer letter, you consent SAP to use your information including personal information for SAP's processes and share the same with such third parties with whom SAP has confidentiality arrangement.

15. Data Protection and Privacy Policy:

Protecting security and confidentiality of data is important to SAP. Therefore, SAP has decided to manage all major data protection task(s) with the help of a Data Protection Management System (DPMS) based on the Data Protection and Privacy Policy. You are requested to maintain absolute confidentiality and secure sufficiently the data made available to you by virtue of your employment at SAP. You must be, at all times be aware of your responsibility with regard to the issue of Data protection and be proactive in exercising this responsibility.

Further, you agree to comply with Company's Data Protection and Privacy policy and ensure effective and appropriate level of data protection and privacy.

16. Employment conversion from limited I-user to Unlimited I-user:

For a scholar to get converted from limited I-user to full time employee, a satisfactory performance feedback by the team manager and VT program manager in each rotation is required at the time of Incorporation. If the above-mentioned criteria is not met, the scholars will not be eligible/recommended for conversion.

17. Flex Working

SAP believes in building the future of work though our Pledge to Flex, enabling you to run at your personal best. We believe in building a fully flexible and a trust-based workplace as a norm, and not as an exception. With over 100,000 employees globally, we understand that there is no

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

one size fits all model to flex working and thus have created multiple Flex location & Flex time scenarios. Our approach to flex working maintains a balance between your individual flex work preferences and customer/business/team requirements. Flex work decisions are taken at a team level between the employee and their manager in the context of Line of Business. In case you have any specific requirement for flex working, please ensure that you have an explicit conversation with your hiring manager prior to accepting the offer. The agreement on the flex working model should be documented over an email prior to your date of joining. Your benefits will be aligned to your flex work arrangements. We strongly advise you to review the policy and ensure compliance with the same at all times.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Version 01/2022 | PUBLIC

GLOBAL CODE OF ETHICS AND BUSINESS CONDUCT

FOR EMPLOYEES

© 2022 SAP SE or an SAP affiliate company. All rights reserved.



DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

1 INTRODUCTION: A MESSAGE FROM OUR CEO

2 OUR VALUES AND CULTURE

2.1 Our "How We Run" Behaviors 7

3 ETHICAL BUSINESS AND YOU

3.1 Ask Yourself 9

3.2 Speak Out 10

4 ENSURING TRUST IN THE WORKPLACE

4.1 Diversity and Inclusion, Anti-Discrimination, and Anti-Harassment 13

4.2 Healthy Organization 14

4.3 Conflicts of Interest 15

4.4 Protection of SAP Assets 20

4.5 Internal Gift Giving 20

5 ENSURING TRUST IN OUR BUSINESS

5.1 Fraud 23

5.2 Organizational Conflicts of Interest 23

5.3 Bribery and Corruption 24

5.4 Artificial Intelligence 27

5.5 Intellectual Property, Confidential Information, and Personal Data and Privacy Rights 28

5.6 Insider Trading and Inside Information 29

5.7 Financial Statements, Disclosures, and Internal Accounting Controls 30

5.8 Export Controls and Trade Sanctions 31

5.9 Anti-Money Laundering and Commitment to Combating the Financing of Terrorism 32

6 ENSURING TRUST WITH OUR ECOSYSTEM

6.1 Business Relationships with Organizations . . 34

6.2 Contractual Changes and Unauthorized Commitments 34

6.3 Reciprocity Deals 35

6.4 Conduct with Customers 35

6.5 Conduct with Suppliers 36

6.6 Conduct with Competitors 37

6.7 Conduct with Partners 39

7 ENSURING TRUST BY SOCIETY

7.1 Communication 42

7.2 Human Rights 43

7.3 Corporate Social Responsibility 44

7.4 Commitment to Improving Our Environmental Performance 44

7.5 Political Activities 45

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



1 INTRODUCTION:
A MESSAGE FROM OUR CEO

Win the Right Way

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Dear Colleagues,

In the past few years, the world has faced exceptional challenges, uncertainties, and complexity. The way we live, the way we do business, and the way we work has been profoundly affected. Technology has become crucial to handling these challenges and changes.

This fast rate of change has increased the focus on building and maintaining trust as the foundation for growth and innovation. As such, the interplay between technology and trust will be one of the key drivers of economic growth in the future.

TRUST MATTERS.

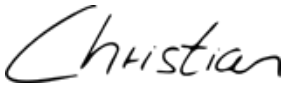
Being a trusted partner for our customers, partners, suppliers, and colleagues has always been at the heart of our business, but in today's uncertain environment, it is more important than ever.

At SAP, we always undertake our business efforts with integrity. Our Global Code of Ethics and Business Conduct for Employees is our guide, and helps us protect our colleagues, business, reputation, and ecosystem. It demonstrates that SAP is committed to the highest standards of ethical business and that we expect the same high standards from our partners and suppliers.

It is upon each and every one of us to uphold these standards, adhere to this Code, and speak out if or when we feel something is not right. Our global team of ethics and compliance experts is here for you, to provide the support and guidance needed to make strong, ethical, and compliant choices.

LET'S WIN THE RIGHT WAY.

Best regards,



Christian Klein

Chief Executive Officer and Member of the Executive Board of SAP SE

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



2 OUR VALUES AND CULTURE

Purpose Delivers Promise

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



At SAP, our purpose is to help the world run better and improve people's lives. This allows us to deliver on our promise to innovate and help our customers run at their best. We do this by conducting our business activities with integrity – using our global resources and reach to help economy, society, and the environment prosper.

We are respectful and inclusive of our people and our stakeholders, always aiming to make a positive impact on those societies in which we work. We strive for sustainable growth while protecting our environment.

To that end, we do not compromise our values and our commitment to ethical business. This Global Code of Ethics and Business Conduct for Employees ("Code") provides us with the necessary guidance so that we can act with integrity. By making the right choices, based on facts and reason, we build trust with our people and stakeholders together, enabling us to fulfill our purpose and promise.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

2.1 Our “How We Run” Behaviors



Our company culture inspires ethical business practices through our established “How We Run” behaviors. These behaviors help define how each of us at SAP can run at our best.

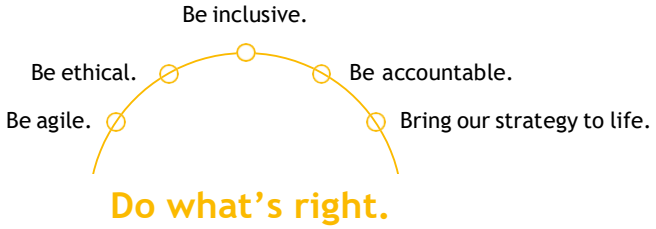
We are all accountable for our actions, behavior, and the way we conduct our business.

As employees, we can demonstrate our commitment to ethics and compliance by embracing our behaviors and ensuring that we:

- Act with integrity and encourage colleagues to do the same.
- Familiarize ourselves with and act in accordance with our policies and guidelines, including this Code.
- Seek help and guidance on matters of compliance – from our manager, HR, Global Legal, or the Office of Ethics & Compliance (OEC).
- Raise concerns over situations relating to potential noncompliance by using our reporting channels. For further information about reporting channels, see the “Speak Out” section of this Code.

If you are a leader, you play a special role in modeling these behaviors to inspire and support employees in creating a foundation of trust.

We need our leaders to do what’s right, making SAP better for generations to come:



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



3 ETHICAL BUSINESS AND YOU

Do the Right Thing

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3.1 Ask Yourself

We rely on you and our ecosystem – including customers, partners, and suppliers – to assess every decision and ensure that every action made on behalf of and related to our organization is legal, fair, and compliant with our policies and guidelines, this Code, and any law or regulation.

This Code helps guide your conduct as you do business at SAP. Many of the principles described in this Code are general in nature. The Code cannot cover every situation that may arise. It is a starting point and not the exclusive source of information regarding how we conduct business.

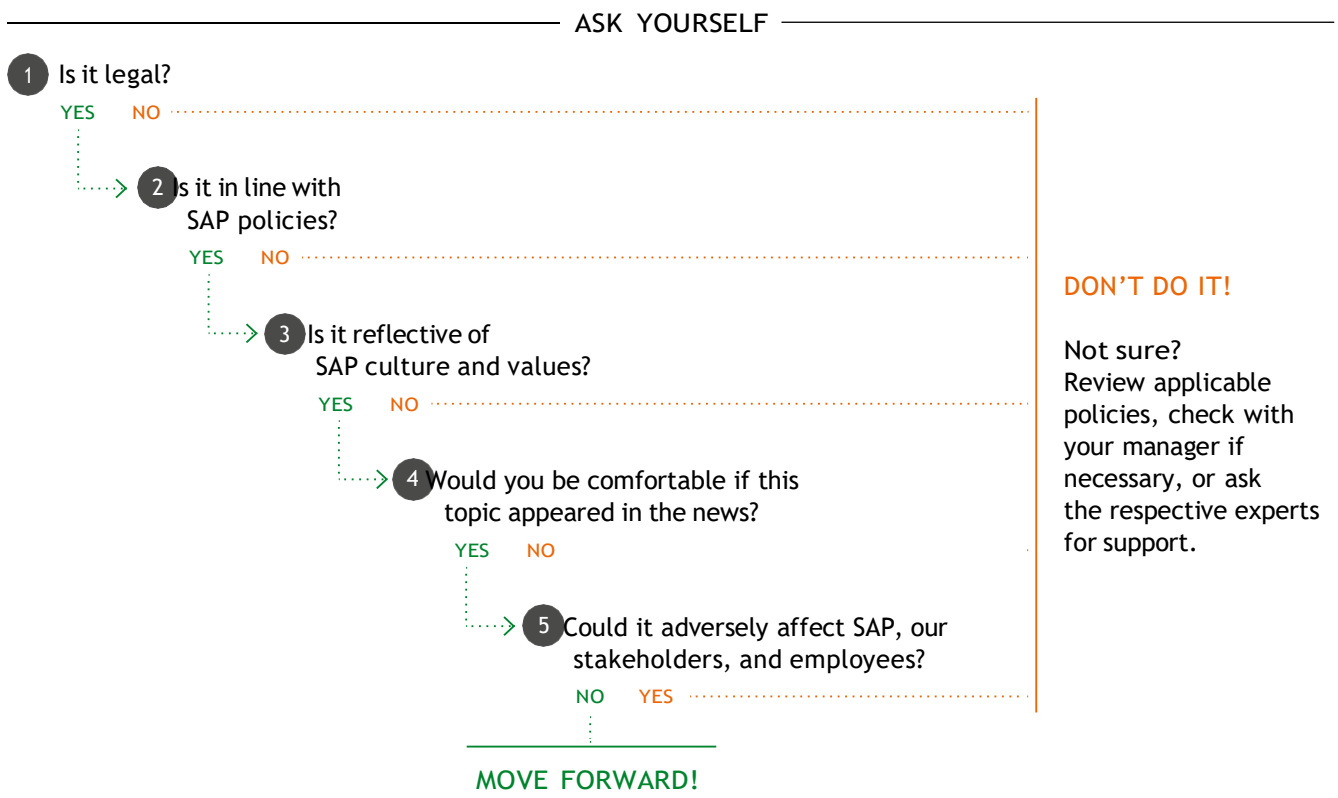
It is our duty to familiarize ourselves with all applicable SAP policies and other governance documents as they provide detailed guidance.

Use common sense and good judgment in applying this Code. If you have any questions about the Code and its application, it is your responsibility to always seek support from one of the resources provided.

If at any time you are unsure of the best course of action, ask yourself these questions to determine the right steps to take:

POLICIES AND GUIDELINES

SAP One /go/globalpolicies



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3.2 Speak Out

Prevention is best; however, if something does go wrong, we count on you to speak out. We rely on you and our ecosystem to report any actual or potential misconduct of which you may become aware.

We can fix a problem only if we are aware of it. The earlier we learn about an issue, the greater the chances to mitigate potential harm to SAP, our employees, and those doing business with us.

If something doesn't feel right, look right, or sound right, it probably is not right. We encourage you to speak out.

We recommend discussing with your management and your Office of Ethics & Compliance (OEC) Field Compliance Officer and report any serious SAP-related compliance concerns using the various reporting channels that SAP provides (see section 3.2.1).

Concerns can also be raised with the Global Ombuds Office (ombudsperson@sap.com).

3.2.1 REPORTING AN ISSUE

Report any serious compliance concerns relating to the Code or any laws and regulations – in good faith, confidentially, and if desired, anonymously – using our Speak Out at SAP tool. Speak Out is available online or via the integrated 24x7 helpline, which has local language support whether you are reporting from inside or outside of SAP.

We ask you to provide as much information as possible when making a report. Mere rumors are not sufficient; however, actual proof of wrongdoing is not necessarily required.

You can also use the following additional reporting channels:

Office of Ethics & Compliance (OEC)
Unified Ticketing: Create a ticket
Your local Field Compliance Officer:
SAP One /go/ethicalbusiness
Post: Office of Ethics & Compliance, SAP SE
Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany



Global HR Compliance Office
E-mail: HRcompliance@sap.com
Post: Global HR Compliance Office, SAP SE
Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany

If you have a concern relating to a particular topic managed by a specific area of our business, you are always free to reach out to the respective department directly. A list of department-specific contact channels is available on SAP One at /go/speakout.

> "Our ability to deliver great business outcomes and experiences and drive positive impact is underpinned by the trust our customers, partners, suppliers, and colleagues place in us."
>
> Christian Klein, Chief Executive Officer and Member of the Executive Board of SAP SE

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



3.2.2 YOUR REPORT MAKES A DIFFERENCE

SAP is committed to thoroughly assessing every report and, where appropriate, conducting careful, objective, and professional investigations of the matter by the respective expert departments (for example, Office of Ethics & Compliance (OEC), Internal Audit, Global HR Compliance). Where appropriate, we will carry out consequence management and apply acquired insights to further strengthen our policies, processes, and controls.

When we carry out an investigation, we require your full cooperation to help resolve a matter.

Investigations may result in consequences related to employment law and external investigations, action in the civil courts, or criminal prosecution.

3.2.3 SAP PROTECTS YOU

We know that it can take courage to report an issue. You may ask yourself the following questions: Is what I am observing really wrongdoing? Will I face consequences if I report? Is it worth it?

SAP does not tolerate any form of retaliation against those who raise concerns in good faith to help protect and prevent damage to SAP. We have various safeguards in place to protect confidentiality of any report made through the reporting channels provided.

For example, we strictly limit access to these reports to a small number of specifically trained and authorized experts. Should any forms of retaliation occur despite our precautions, we ask that you report them. We can draw on additional robust procedures to address your protection.

We equally do not tolerate any personal or false attacks aimed at specific individuals. Dishonest, bad faith, or otherwise abusive reports are prohibited and may result in disciplinary action.

INCIDENT REPORTING

www.sap.com/speakout
SAP One /go/speakout

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4 ENSURING TRUST IN THE WORKPLACE

We Strive to Foster Trust

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.1 Diversity and Inclusion, Anti-Discrimination, and Anti-Harassment

4.1.1 DIVERSITY AND INCLUSION

SAP behaviors reflect our values and inspire appreciation for all aspects of diversity and inclusion.

At SAP, every person must be treated with dignity and respect. We proactively promote diversity, inclusion, and social justice and work to ensure that our workforce reflects gender parity and the demographics of the regions where we have employees. We commit ourselves to be respectful, professional, compliant, inclusive, and healthy and to foster employee engagement, spark innovation, and drive customer success.

The Global Diversity & Inclusion Office is at hand for any related questions.

4.1.2 ANTI-DISCRIMINATION AND ANTI-HARASSMENT

We embrace and encourage different perspectives. We are made stronger by our unique combination of diverse characteristics, including but not limited to, culture, race, ethnicity, age, gender, sexual orientation, gender identity or expression, physical or mental ability, and different work-life situations. We make every effort to ensure that all stages of the employee lifecycle are inclusive to enable employee success, hold leaders accountable, and build a diverse environment – both internally and among our ecosystem.

Our priority is to provide a work environment where employees, suppliers, customers, and partners can be confident that their integrity, dignity, rights, health, safety, and well-being are valued and respected. Therefore, we commit ourselves to a workplace free from discrimination, harassment, bullying, mobbing, or retaliation.

As exemplars for our “How We Run” behaviors, we all must act as role models.



We encourage you to report to the Global HR Compliance Office any concern or behavior that is inconsistent with our values and the regulations outlined in the SAP Global Anti-Discrimination Policy.

MORE INFORMATION

SAP Global Anti-Discrimination Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.2 Healthy Organization

SAP's purpose to make the world run better and improve people's lives includes caring for the health and well-being of everyone at SAP.

Conditions in which people live up to their full potential are mainly defined by an organization's leadership style and working culture. We believe that there is no organizational health without individual health. SAP and our leaders take ownership for workplaces and a caring culture that fosters physical health, safety, and mental well-being, while all employees are empowered to take care of their individual health.

We encourage you to get involved and shape our caring culture and working conditions by using feedback opportunities to "Tell It Like It Is" and help us improve where needed. Our success is tracked in the Business Health Culture Index (BHCI) (annual #Unfiltered employee survey) and the Stress Satisfactions Score (biannual Future of Work Pulse).



The Global Health & Well-Being organization, together with strong partners in Global Real Estate & Facilities, Occupational Safety, Total Rewards, Personal Security, SAP Learning, and HR Global Service Delivery teams, provide the information, education, and support to foster a healthy working culture and a supportive environment for all employees. In doing so, we enable the entire organization to be a role model for safe, healthy, and sustainable people management.

MORE INFORMATION

Global Health and Safety Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3 Conflicts of Interest

4.3.1 PERSONAL CONFLICTS OF INTEREST

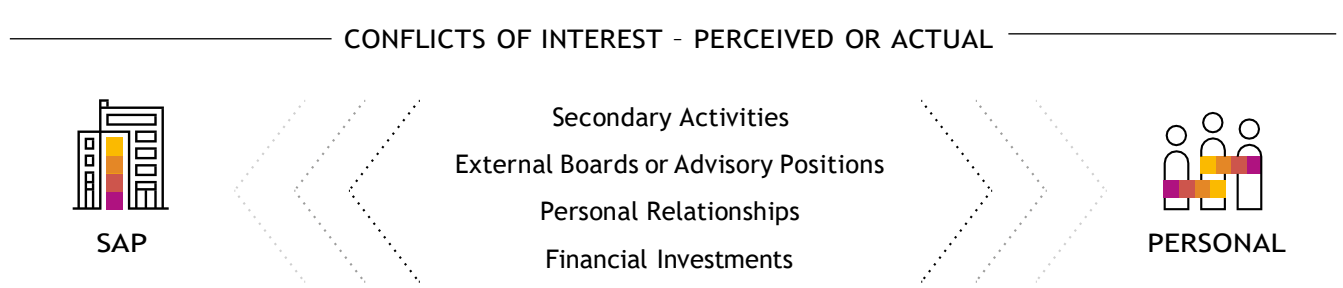
We respect your personal interests and your private life. We also expect that you are loyal to our company and act in the interest of SAP. If your private or financial interests or relations collide with those of SAP or may be perceived to collide with SAP's interest, a potential conflict of interest arises.

Potential conflicts of interest can arise from many situations.

Even the appearance of a conflict of interest can be problematic and must be avoided at all times. You are responsible for disclosing any potential conflicts of interest, actual or perceived, as early as possible or as soon as you become aware. Seek advice and, if warranted, approval from the Office of Ethics & Compliance (OEC). If any material changes occur after approval – for example, the duration or tasks of any secondary activities change or the amount of investment increases – you must proactively report these changes for further review and approval.

While there is no exhaustive list of such situations, potential conflicts of interest typically arise from the following scenarios.





© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.2 SECONDARY ACTIVITIES

A secondary activity, whether paid or unpaid, must not negatively impact either your ability to work for SAP, or your performance. Prior to starting a secondary activity outside of SAP, you must ensure that there is no conflict of interest. Refer to SAP One to determine whether a formal secondary activity declaration is required for your country and the process for reporting. If no specific process is required, report your secondary activity to your manager and the Office of Ethics & Compliance (OEC).

Secondary activities for competitors

Any activity for an SAP competitor is prohibited. This includes, but is not limited to, secondary employment and any other activities such as assuming any board seat, advisory, or supervisory role; performing any marketing or sales activities for competitors or their products and services; or working as an independent party in a contract, as a consultant; or in any other capacity for a competitor. You must not function directly or indirectly or carry out any activity that assists in the marketing or sale of products or services of a competitor of SAP. A competitor is not limited to multinational technology companies; any entity, of any size, can be a competitor if it provides similar software or services to anything provided by SAP. The OEC determines who is classified as a competitor, in alignment with other relevant functions.

Secondary activities for you or your family

You should use caution when you or any family members engage in your own business activities if they are closely related to SAP's business. You must always ensure that these activities do not conflict with the rightful interests of SAP and adhere to these requirements:

- While working at SAP, you must not pursue business that conflicts with the interests of SAP.
- You must not directly or indirectly exploit any business opportunity available to SAP for your own benefit or the benefit of others.

If you develop or sell your own or third-party products, or perform services where SAP offers or is planning to offer similar products or services, you must get prior written approval from your manager and the OEC.



Secondary activities for customers, partners, and suppliers

We discourage any secondary activity for an SAP customer, partner, or supplier. If you want to pursue such an activity, you must get prior written approval from your manager and the OEC. The OEC determines whether the activity falls within SAP's best interests.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4.3.3 BOARD OF DIRECTORS, CORPORATE OFFICER, OR ADVISORY POSITIONS WITH OTHER COMPANIES

Positions as board directors, corporate officers, or consultants are considered a secondary activity and require prior written approval from the Office of Ethics & Compliance (OEC). Any activity that involves decision making or advisory services, or that is linked to a role within a supervisory body for an SAP customer, partner, or supplier is discouraged and is reviewed with scrutiny by the OEC. If the OEC grants approval, your additional role must not affect your loyalty to SAP. You must excuse yourself from voting in decisions that directly or indirectly result or could result in an actual or perceived conflict of interest in terms of your loyalty or preferential treatment towards SAP. If the company becomes a competitor and its status or relationship with SAP changes, you must immediately resign from the position.

Positions with a competitor

You are prohibited from joining the board of directors or holding a position as a corporate officer or an advisor within a competitor of SAP because this directly harms SAP's interests. This also applies to any company that promotes or markets products and services for a competitor of SAP. The OEC determines who or what is classified as a competitor in alignment with other relevant functions.

Positions with a customer, partner, or supplier

Regardless of your position at SAP, you must obtain prior written approval from your manager and the OEC before accepting a board of directors, corporate officer, or advisory position with a customer, partner, or supplier of SAP. The OEC determines whether the activity is within SAP's interests.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.4 PERSONAL RELATIONSHIPS

It is generally accepted that your family and close personal contacts (for example, good friends) can work for SAP, our customers, partners, suppliers, and competitors. Be aware, however, that such circumstances can lead to personal conflicts of interest.

Personal relationships that might affect the interests of SAP and its employees

Your family and close personal contacts may be employed by SAP if there is no actual, possible, or perceived conflict of interest. For that reason, we adhere to the following:

- Neither direct nor indirect disciplinary reporting lines between family members or close personal contacts are permitted. If such a situation arises, one party may be required to change jobs within SAP.
- Family members and close personal contacts must not participate in business or employment decisions that may benefit or damage the other employee. This includes hiring, evaluations, promotions, compensation, work assignments, and disciplinary actions, for example.

Report to HR and the Office of Ethics & Compliance (OEC) any situations that affect you and that could be perceived as a personal conflict of interest so that appropriate steps can be taken to protect you, SAP, and the employees involved.

Disclose to HR and the OEC any situations that affect you where there is a family relation, life partnership, or close personal connection between you and a senior leader (that is, for the purposes of the Code, a T4-level people manager or above) to avoid even the appearance of preferential or disadvantageous treatment.

Personal relationships with customers, partners, suppliers, and competitors

If your family and close personal contacts work, or seek to work, for a customer, partner, supplier, or competitor of SAP, you must make certain that these relationships do not exert any undue influence. In particular, you must not share confidential information or allow them to impact your objectivity in the decision-making process.

Occasionally, it may happen that you will interact with family members or close personal contacts who work for an SAP customer, partner, or supplier. This collaboration can occur, for example, during sales negotiations, consulting projects, and procurement. This is a conflict of interest for you, your family member, and your close personal contact at the customer, partner, or supplier. Many of these third parties include a conflict-of-interest clause in their contracts, and you are obliged to notify them of any potential conflict of interest. It is therefore mandatory for you to disclose such relationships immediately to your manager and to the OEC.
You must also never use your influence to secure a job at an SAP customer, partner, or supplier for a family member or close personal contact, regardless of how the person became aware of the position. The required recruitment procedures of the SAP customer, partner, or supplier must be followed.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.5 FINANCIAL INVESTMENT IN OTHER COMPANIES

You must not have any financial interest in the businesses of customers, partners, suppliers, or competitors of SAP, where this could lead to a conflict of interest with SAP or create the appearance of such a conflict. A conflict of interest relating to a financial interest is present especially if:

- Within the context of your employment at SAP, you have influence on SAP-related decisions regarding a customer, partner, supplier, or competitor that could potentially be used for personal financial gain.
- You have a capital stake in an SAP customer, partner, supplier, or competitor that gives you influence on decisions made at the customer, partner, supplier, or competitor and that you potentially could use to gain a financial advantage.



We expect that you are loyal to our company and act in the interest of SAP.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4.4 Protection of SAP Assets

We all use various tangible and intangible SAP assets to help us perform our work. These assets are vital to support SAP business both internally and externally, and as such, you need to look after them and manage them appropriately. You must commit to guard against waste, abuse, or attacks on these assets and use them only for the purpose for which they were purchased in our business environment. Once assets are obsolete or no longer required, you must return the assets to SAP.

Always keep in mind that the assets belong to SAP and were purchased for business purposes.

Before ordering goods and services, make sure you have the necessary spending authority. You must order goods or services on behalf of SAP only for business purposes and to fulfill your work requirements. SAP does not permit ordering for private use or for use by family and close personal contacts.

If in doubt, contact the Global Security, Global IT Asset Management, or Global Procurement teams.

MORE INFORMATION

SAP Security Policy

SAP Global IT Asset Management Policy

SAP Global Procurement Policy

4.5 Internal Gift Giving

Giving a gift is a nice way to express appreciation and thanks to a person or group. However, gifts between colleagues or teams are considered private matters, and in general, you should not expect to be reimbursed. Exceptions are possible only for limited defined scenarios and with the approval of your manager and the Market Unit Chief Financial Officer (CFO).

MORE INFORMATION

Global Guidance on Internal Gift Giving

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5 ENSURING TRUST IN OUR BUSINESS

We Follow the Law and Regulations

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



At SAP, we all have a personal responsibility to uphold and ensure the letter and spirit of our Code in our individual roles every day. It is important that we are aware of, and never intentionally violate, relevant laws and regulations. Violating relevant laws, regulations, or this Code, or encouraging others to do so, exposes SAP to risk, including risk to our reputation, and there-fore may result in disciplinary action up to and including termination of employment.

Violations of laws or regulations may also result in legal proceedings and penalties including, in some circumstances, civil and criminal penalties that could affect us personally and professionally in addition to a risk of adverse consequences to SAP.

We all have a personal responsibility to uphold and ensure the letter and spirit of our Code.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.1 Fraud

Our commitment to honesty and integrity demands that we prevent, counter, and investigate fraud wherever it occurs. Fraud can have a devastating effect on our company and our environment by destroying trust, resulting in significant financial loss and other long-term business repercussions. Fraud is misrepresenting or concealing the truth to cause a loss of property or money to another person or SAP. This may include, for example, theft of materials or supplies, falsifying expense claims, or improper reporting of financial transactions and resource allocation.

We expect you, as well as our partners, suppliers, and customers, to report immediately any instances of fraud, either suspected or actual, to the Office of Ethics & Compliance (OEC) or through other channels, such as Speak Out at SAP. This helps us to prevent losses and to reduce fraud in the future.

5.2 Organizational Conflicts of Interest

Organizational Conflicts of Interest ("OCI") can arise when existing SAP relationships create an actual or potential conflict of interest for SAP on a government contract. It also can arise when the nature of the work to be performed by SAP creates a situation of actual or potential conflict of interest relating to another government contract that SAP has or is pursuing.

SAP may have access to a competitor's cost or other proprietary information if that competitor is a subcontractor on a government contract, which could provide an unfair competitive advantage when competing on another government contract.

If SAP participates in a government procurement process that may give rise to an actual or potential OCI, you must consult both SAP Global Government Affairs and the Office of Ethics & Compliance (OEC) for advance review and approval of the bid. Although an OCI may exist, participation in procurement is possible if the government contracting officer agrees that sufficient actions are undertaken to



avoid, neutralize, or mitigate the actual or potential OCI, and that has been properly documented. If you are concerned that a potential OCI may exist, you must report this concern to the OEC.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.3 Bribery and Corruption

We Win the Right Way!
We have zero tolerance for all forms of bribery and corruption. We will forgo business opportunities rather than pay bribes or facilitate corruption.

This approach is fully supported by the SAP Executive Board and the senior leadership team.

5.3.1 GENERAL INFORMATION AND PROVISIONS

We observe all applicable anticorruption treaties and laws of the countries in which we do business.

Giving and receiving benefits (including money, gifts, meals, and invitations to events) can help to build good working relationships and goodwill among companies and individuals. However, they may also be perceived as an improper advantage and raise concerns regarding our integrity and independence. They can also create a conflict of interest (or the appearance of impropriety) and even violate laws.

This means that you may not offer, promise, receive, or give anything of value to improperly influence decision making or an action. This requirement applies not only to every one of us at SAP but also to individuals and companies working with or on behalf of SAP, including those with close personal connections to the recipient.

The offering and acceptance of any benefits must meet the following basic principles:

- Serve a legitimate business purpose (that is, encourage or improve a business relationship) without the intention of an unfair advantage
- Observe the applicable Value Limits for country, format, and specific target group as published on SAP One
- Ensure adherence to all applicable laws and internal policies
- Be made in a transparent manner

Bribery may take many forms under the guise of common business or social practices. If you suspect potential bribery, you must respond in an appropriate manner as set forth in this Code. If in doubt, consult the Office of Ethics & Compliance (OEC).

We work closely with our ecosystem to achieve our goal of making the world run better. However, third parties can increase our risks particularly regarding corruption and bribery. To avoid any illegal act, all business transactions through a member of our ecosystem must be in full compliance with all applicable laws, rules, regulations, and policies. We depend on reputable business partners that behave fairly, ethically, and correctly in all business activities.

MORE INFORMATION

Value Limits

SAP Supplier Code of Conduct

SAP Partner Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.3.2 MEALS AND INVITATIONS TO EVENTS

You may offer or accept meals and invitations to events, provided they meet the above-mentioned basic principles.

When you offer meals and invitations to third parties, you must adhere to the policies for business events and hospitality.

The event type (on-site or virtual, business, or hospitality); the invited guests (government officials, special guests, and accompanying persons); and timing (parties in a competitive bid or sales cycle) influence whether the meal or invitation is allowed.

MORE INFORMATION

SAP Global Business and Hospitality Event Policy

SAP Virtual Event Standard

SAP Global Policy on Interactions with Government Officials

Value Limits

5.3.3 GIFTS

In general, you may offer or accept gifts and gifts in kind to or from current or prospective customers, suppliers, competitors, or partners if the above-mentioned basic principles are met and exclusions below are followed.

No gifts may be offered or accepted with a value higher than that identified in the Value Limits published on SAP One.

Gifts to government officials or public sector employees are strictly prohibited, as are gifts to customers during a competitive sales cycle.

In some contexts, and in some countries in a business relationship, it is customary to exchange gifts of higher value. In these cases, you may accept these gifts in the name of SAP but immediately hand them over to the Office of Ethics & Compliance (OEC) to be used for the wider benefit of SAP employees or as a donation to a good cause. You may not personally keep these gifts.

MORE INFORMATION

SAP Global Policy on Interactions with Government Officials

Value Limits



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5.3.4 FACILITATION PAYMENTS AND CASH OR CASH EQUIVALENTS

The offer or acceptance of cash or cash equivalents (for example gift cards, vouchers, checks, or gift certificates) is not permitted.

Facilitation or “grease” payments are also prohibited.

5.3.5 CORPORATE SPONSORSHIPS, MEMBERSHIPS, AND DONATIONS

SAP may occasionally engage in sponsorship activities with other organizations to support our purpose and in return for legitimate commercial benefits such as branding rights and hospitality. We also make donations to support charitable causes.

As a large and diverse global company, we are a member of many trade associations, coalitions, and professional societies that represent the interests of the technology industry and the broader business community. We also advocate on public policy issues of importance to SAP and the communities we serve.

We never engage in sponsorship activities, make donations, or use memberships for improper purposes to influence a business decision or those actions that are contrary to applicable laws, regulations, and our policies. The engagement in all three of these activities requires approval through the official process, up to and including approval by the Office of Ethics & Compliance (OEC).

To avoid even the appearance of inappropriate influence, we reject sponsorship activities with, or donation requests from customers and their families and close personal contacts during a competitive sales cycle.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.4 Artificial Intelligence

SAP believes that artificial intelligence (AI) has the potential to unlock boundless potential for businesses, governments, and society. As with similar innovations or technological advancements, AI also has the potential to create economic, political, and social challenges, depending upon how it is used and implemented.

We are committed to comply with all legislation in this regard. We are also committed to the ethical development, deployment, and sale of SAP developed AI systems. Our Global AI Policy defines a group-wide minimum standard for the development, deployment and sale or use of SAP AI applications and solutions, including assignment of clear responsibilities within SAP.

The policy is based on the SAP Guiding Principles for Artificial Intelligence:

- We are driven by our values.
- We design for people.
- We enable business beyond bias.
- We strive for transparency and integrity in all that we do.
- We uphold quality and safety standards.
- We place data protection and privacy at our core.
- We engage with the wider societal challenges of AI.

MORE INFORMATION

SAP Global Artificial Intelligence (AI) Policy

SAP Guiding Principles for Artificial Intelligence

SAP Global Human Rights Commitment Statement



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.5 Intellectual Property, Confidential Information, and Personal Data and Privacy Rights

SAP is a trusted leader in driving business transformation and value through technology innovation. We are all responsible for protecting the intellectual property, confidentiality, integrity, and availability of confidential, personal, and proprietary information and data, no matter if it belongs to SAP, us as employees, or others. We must ensure that personal data is processed according to data protection and privacy rules and regulations worldwide. The respective experts at Global Legal, especially the Cyber, Litigation, and IP teams; Global Security; and Global Data Protection & Privacy are at hand to guide us in this endeavor.

5.5.1 INTELLECTUAL PROPERTY

SAP intellectual property (IP) is one of our most valuable assets. This includes confidential information, patents, copyrights, trademarks, and trade secrets. Therefore, it is vital that you take appropriate steps to protect SAP IP. It is also important that you respect the IP rights of third parties, including our competitors, and avoid unauthorized use.

MORE INFORMATION

Global IP Policy

5.5.2 CONFIDENTIAL INFORMATION

The exchange of information is a vital part of every business. Before sharing any SAP information, you need to evaluate the appropriate classification. It is appropriate to share publicly available information about SAP. For exchange of all other information, either by SAP or a third party, we require a nondisclosure agreement (NDA) or other appropriate agreement.

You should also avoid being exposed to confidential information of third parties in the course of your business unless necessary.

MORE INFORMATION

SAP Global Nondisclosure Agreement/ Confidentiality Policy

SAP Security Policy Framework

5.5.3 PROTECTION OF PERSONAL DATA AND PRIVACY RIGHTS

SAP is committed to and strives to protect the rights of individuals, particularly the right to data protection and privacy, strengthening our reputation as a sustainable and trustworthy partner in the market. We have implemented safeguards to help protect the fundamental rights of everyone whose data is processed by SAP, whether they are customers, suppliers, partners, prospects, employees, or applicants. Therefore, all of us must respect applicable data protection and privacy rights when processing personal data during our daily work.

You are responsible for ensuring that all practices involving the processing of personal data within the course of your work comply with applicable laws and internal regulations. You are required to handle all personal data that could be accessed within the scope or your role with strict confidentiality, and not to use this data without authorization. Processing means any operation that is performed on personal data, whether or not by automated means. This includes collecting, recording, organizing, structuring, storing, adapting or altering, using, disclosing by transmission or dissemination, or otherwise making available, in alignment or combination, restriction, erasure, or destruction.

MORE INFORMATION

SAP Data Protection and Privacy Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.6 Insider Trading and Inside Information



In numerous jurisdictions, publicly traded financial instruments such as shares and bonds, and their derivatives, are subject to strict statutory rules. These regulations prohibit the unlawful disclosure of inside information and its use in trading.

You must ensure that when trading in publicly traded financial instruments of SAP SE or SAP-listed subsidiaries, customers, suppliers, competitors, or partners, you do not do so based on inside information, and you must not unlawfully disclose inside information.

Except in circumstances where the prohibition of insider dealing applies, you may decide at your personal discretion whether to dispose of or acquire SAP SE or an SAP subsidiary's shares or bonds or their derivatives. However, to avoid any implication that you are involved in insider trading, the SAP Executive Board urgently appeals to all of us not to trade in SAP SE or SAP subsidiary's shares or bonds or their derivatives during the official blackout periods. You are asked to comply with this (legally nonbinding) appeal. Deviations from this guideline should be made only in emergencies, for example, where an employee has a sudden unexpected cash requirement. Cases of doubt should be discussed with the SAP SE Capital Market Compliance team beforehand.

If you have questions in this regard, especially about capital market or insider law or the blackout period, contact the SAP SE Capital Market Compliance team.

MORE INFORMATION

SAP Global Insider Regulations Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5.7 Financial Statements, Disclosures, and Internal Accounting Controls

Accurate, complete, and reliable records are crucial to our business to avoid reputational and/or financial damages. We are committed to maintain accurate company records and accounts to ensure compliance with applicable legislations, tax rules, ethical business practices, and to prevent fraudulent activities. We are responsible to ensure that the information we record, process, and analyze is accurate and is recorded in accordance with applicable legal or accounting principles, applying SAP's policies and guidelines. Internal controls need to be in place.

All parties involved need to ensure that these records are made secure and readily available to those with a need to know the information on a timely basis to fulfill internal and external requirements. All company records must be complete, accurate, and reliable in all material respects. There is never a reason to make false or misleading entries. Undisclosed or unrecorded funds, payments, or receipts are inconsistent with our business practices and are prohibited.

Corporate Financial Reporting is at hand for comprehensive guidance.

MORE INFORMATION

SAP Group Accounting Guidelines

SAP Global Revenue Recognition Guideline

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.8 Export Controls and Trade Sanctions

Export control laws regulate exports, re-exports, and in-country transfers of items (including software) that have both military and commercial application. These laws are intended to address national security and other concerns, for example, potential to influence the behavior of a target nation, company, or person. Deliveries of SAP software and services are within the scope of these regulations regardless of how they are delivered.

Trade sanctions impose restrictions on certain countries, regions, entities, or individuals for various economic, diplomatic, and national security reasons. The scope of trade sanctions can range from comprehensive prohibition to do business to specific economic and financial measures. Because of the risk associated with these trade sanctions and as a matter of corporate policy, SAP products and services are not available in certain countries and regions. Furthermore, SAP products and services cannot be sold to entities and individuals with whom transactions are prohibited in accordance with any applicable sanctioned party lists.



Therefore, we follow such laws and regulations, including without limitation the laws of Germany, the European Union, the United States, and applicable local regulations and obligations as stated in applicable documents, which can be found on the Export Control SharePoint.

For questions or concerns, contact the Export Control Legal team.

MORE INFORMATION

SAP Global Export and Sanctions Compliance Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.9 Anti-Money Laundering and Commitment to Combating the Financing of Terrorism

Money laundering and financing of terrorism are global issues with far-reaching and serious consequences.

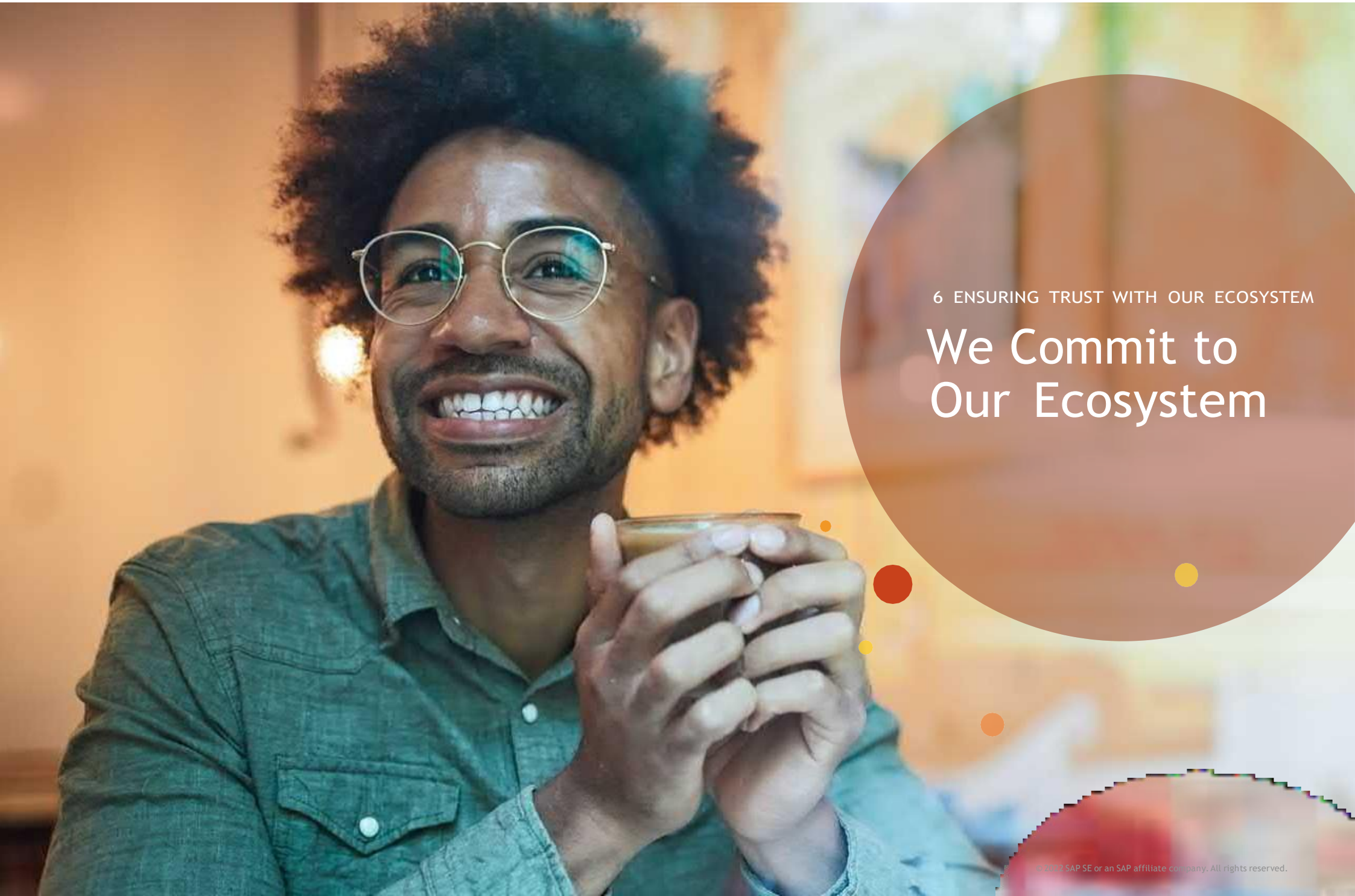
Money laundering is the process of converting illegal proceeds so that funds are made to appear legitimate. Very often, this is attempted through cash transactions, as the payer is harder to identify in these cases. For this reason, SAP does not accept cash transactions of €10,000 and above. However, money laundering is not limited to cash transactions. Complex commercial transactions may hide financing for criminal activity such as terrorism, illegal narcotics trade, bribery, and fraud. Involvement in such transactions undermines our integrity, damages our reputation, and can expose SAP and all of us to severe sanctions.



SAP forbids knowing engagement in transactions that facilitate money laundering and financing of terrorism. We take affirmative steps to detect and prevent unacceptable or illegal forms of payment and financial transactions. Anti-money laundering laws of many countries and international organizations require transparency of payments and the identity of all parties to transactions. We observe all applicable anti-money laundering and combating terrorist financing laws of the countries in which we do business. We will conduct business only with reputable customers and business partners involved in legitimate business activities and transactions.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6 ENSURING TRUST WITH OUR ECOSYSTEM

We Commit to Our Ecosystem

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.1 Business Relationships with Organizations

We do not maintain business relationships with organizations that are themselves, or are supporters of, antisocial forces, terrorists, or criminal groups.



6.2 Contractual Changes and Unauthorized Commitments

Transparency in business relationships is crucial to the success of SAP. Our business partners and investors expect us to operate in a fair and transparent manner. To further our goal of transparency, we must make sure that commitments to our business partners are accurate, truthful, appropriately approved in advance, and ultimately incorporated into written agreements that cover the full understanding of all involved parties. All parties should be aware of the entire understanding of our agreements.

You must not agree to any changes, qualifications, or amendments to SAP contracts or general terms and conditions, whether by supplementary agreement, side letter, or otherwise, without proper approval. Also, any other unauthorized commitments are strictly prohibited.

Any of these actions made without proper oversight or internal controls could lead to accounting and financial errors and irregularities and could expose SAP to potentially fraudulent activities.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6.3 Reciprocity Deals

We must ensure that we do not enter reciprocity deals in which SAP accepts goods and services from another company only on the condition that the other company obtains SAP products or services in exchange.

6.4 Conduct with Customers

6.4.1 BOYCOTTS

An agreement with a customer, supplier, competitor, or partner of SAP not to conduct business with, or to not deliver goods or provide services to any other customer, supplier, competitor, partner, or service provider, is unlawful. Therefore, you must be extremely careful if you discuss with one of our suppliers the competitive terms of another supplier. Discussions of this sort raise suspicion of an unlawful understanding. A unilateral decision not to sell to a particular customer can become a problem if SAP has such a strong position in the market concerned that the customer is dependent on its contractual relationship with us.

6.4.2 EXCLUSIVE CONTRACTS

You must not ask customers to buy products and services exclusively from us as SAP or to refrain from buying the products of a competitor if this would impact competition in the market.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.5 Conduct with Suppliers

6.5.1 GENERAL

Guided by the Global Procurement organization, we must govern our conduct with suppliers by sound judgment and absolute integrity. The most important consideration is the upholding of SAP's interests.

We must ensure that SAP's suppliers comply with the legal requirements in the country of manufacture and country of sale.



Accordingly, you must not coerce any supplier to buy SAP products in return for SAP's purchase of that supplier's goods or services. Naturally, however, you may seek to sell products to our suppliers as you do to any other customer.

Relationships with our suppliers often include access to trade secrets and suppliers' know-how. In that regard, you must exercise the utmost care and ensure compliance with the Code. Do not pass on information concerning a supplier's problems or shortcomings to any other supplier or partner or any other person outside of SAP.

6.5.2 BIDS, ESTIMATES, AND PROOF OF SERVICES AND GOODS

We must ensure that all qualified suppliers are fully and equally notified of SAP's technical and commercial bid requirements. The same applies to any details, changes, and additions to these requirements subsequently provided.

SAP considers the awarding of any contract based on the long-term cost to SAP, including the costs associated with defective goods and services, as well as the value of the long-term business relationship with SAP suppliers.

Before approving invoices for goods or services, ensure that you have verified that those goods or services have been provided.

6.5.3 EXTERNAL CONSULTANTS

When engaging external consultants, you must ensure that:

- Commission and consulting contracts are always concluded in writing
- Payments are made only for activities that are usually remunerated and are lawful

MORE INFORMATION

SAP Global Procurement Policy

SAP Supplier Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.6 Conduct with Competitors

6.6.1 GENERAL

One of the most serious infringements of the provisions of competition law is the existence of an understanding between competitors. Agreements and understandings amongst competitors about pricing, conditions of sale, volume of production, or the sharing of markets are strictly unlawful. You must not participate in agreements or understandings of this nature. The Field Legal team can provide detailed guidance in your day-to-day business.



6.6.2 PRICE FIXING AMONG COMPETITORS

All forms of price fixing among competitors are forbidden. This ban also includes all agreements and understandings that only indirectly affect prices or other conditions of sale, such as discounts. You must not participate in setting maximum and minimum prices or exchanging information about future pricing models with competitors. In individual cases, it may be necessary – as part of a reseller agreement – to provide information to the resale partner, who may also be a competitor, about the future pricing model so that internal licensing payments can be adjusted. You must not convey such information without first checking with the Global Legal team on the implications under competition law.

6.6.3 COMPETITIVE RESTRICTIONS

Joint ventures, collaboration agreements, and mergers among competitors can affect free competition. In many cases, they require official approval. Often their legality also must be checked in multiple systems of law because they can have consequences in other countries. Therefore, you must ensure that the Global Legal team checks the legality of such plans as early as possible and, in any case, before they are implemented.

Contact with competitors

You must not discuss internal matters with competitors. This includes matters such as pricing and conditions of sale, costs, overviews of the market, organizational processes, or other confidential information, from which competitors could draw competitive advantage over SAP.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Obtaining competitor information

We at SAP have a legitimate interest in obtaining information about competitors and evaluating all published information about its competing companies (for example, publications about products and pricing). However, you must not seek to obtain trade secrets or other confidential or secret information about a competitor using dishonest means.

You must not accept, read, or use information about products and plans of competitors that is identified or identifiable as confidential information unless you are authorized by the competitor to do so.

SAP receives a net benefit from competitive information only when it is obtained lawfully and ethically. Therefore, we seek to avoid exposure to competitive information that is confidential, is otherwise restricted, or has no legitimate source. Actual or alleged infringement or misappropriation of competitors' confidential information or intellectual property rights may lead to litigation, which, in turn, can result in monetary loss and the inability to provide certain products or services to our customers. In addition, actual or alleged infringement or misappropriation may also damage SAP's reputation as a trustworthy business partner.

Accordingly, you may gather and use nonconfidential information about competitors, including information that can be found on competitors' Web sites.

You always must keep in mind that we are legally prohibited from:

- Collecting confidential competitive information
- Making untrue statements about competitors
- Gathering competitive information in breach of a contract
- Misrepresenting the relationship to SAP to obtain competitive information
- Violating the copyrights of a competitor
- Hiring third parties to engage in such practices



© 2020 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6.7 Conduct with Partners

Partners are very important to our company. Our partners serve as our ambassadors and support our varied business interests. That is why we must trust our partners, be loyal, and treat every partner with equality and equity. Presenting a consistent and aligned message is in the best interest of SAP and our partners.

You must present our partners with equal opportunities, always be objective, and provide transparency. Ensure that you treat them without bias or unjust preference. For example, you must be equitable when handling competing bids from several partners for the same customer. For you to ensure the best experience for our customers, every opportunity requires trustworthy collaboration with our partners, thereby creating a productive environment to deliver a successful multichannel go-to-market approach.

If a partner is also a customer, supplier, or competitor of SAP, you must also observe this Code's rules concerning customers, suppliers, and competitors. For any questions related to conduct with partners, contact the Partner Ecosystem Success organization.

MORE INFORMATION

SAP Partner Code of Conduct

SAP Global Channel Operations & Governance Policy

SAP Global Channel Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



7 ENSURING TRUST BY SOCIETY

We Help the World Run Better and Improve People's Lives

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



Our purpose to help the world run better and improve people's lives is the guiding principle for our business strategy. As a global leader, we stand for this higher purpose beyond economic success. We believe social, environmental, and economic activities and performance are interrelated – each impacting the others. Our efforts focus on creating a sustainable future for SAP, our customers, and society in line with our commitment to the United Nations Global Compact and the United Nations Sustainable Development Goals (SDGs).

Our purpose is to help the world run better and improve people's lives.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.1 Communication

We must ensure that we communicate clearly, effectively, and responsibly. It safeguards a high standard of dissemination of information concerning SAP's business activities, strategy, or other company affairs and ensures that we act in accordance with applicable laws and regulations at all times.

Only employees who are expressly authorized to communicate on behalf of SAP may engage with members of the media, industry analysts, government representatives, or other influencers. SAP-related contact with these audiences must be coordinated and authorized by SAP Global Communications. Any contact with the financial community must be coordinated and authorized by SAP Investor Relations.

We encourage communication among employees, customers, partners, and others. Be polite, honest, and respectful, and always identify yourself and make clear whether you are speaking on behalf of yourself or speaking on behalf of SAP.

Social media enables us to learn from and share information with our stakeholders, as well as communicate with the public about our company.

In addition to following all company policies, a general rule to remember when using social media is to think about the effect of statements that you make. Keep in mind that these transmissions are permanent and easily transferable and can affect our company's reputation and relationships with colleagues, customers, partners, and others.

Your employment postings on Web sites and social media platforms may include the fact that you work for SAP, your job title, a high-level job description, and your general office location. However, no specific project or initiative details or proprietary software information or names should be included.

Do not disclose internal, confidential, or proprietary information about our business, our suppliers, our partners, or our customers. Review the social media guidelines before posting any material.

SAP Marketing and SAP Global Communications, in collaboration with Global Legal counterparts, provides guidelines to help you when communicating about SAP to ensure that statements about our company, products, customers, and partners are truthful and defensible.

MORE INFORMATION

SAP Communications Policy



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.2 Human Rights



We respect, support, and promote human rights throughout our own business activities as well as along our value chain. Human rights refer to basic rights and freedoms that belong to every person. These are recognized in the International Bill of Human Rights and the International Labor Organization Declaration on Fundamental Principles and Rights at Work, such as the prohibition of forced labor, modern slavery, and human trafficking.

We take guidance from the United Nations' Guiding Principles on Business and Human Rights to integrate human rights considerations into our standard business practices. We maintain a range of policies and procedures designed to ensure that we treat everyone with respect and to include actions to mitigate the risk of forced labor, modern slavery, human trafficking, or other salient human rights risks occurring in our own business or along the value chain.

You are required to comply with all applicable laws, regulations, company policies, and fundamental principles relating to human rights. We also expect our business partners to share our commitment to the advancement of human rights and to avoid complicity in human rights abuses.

We encourage you to raise any questions or concerns relating to human rights and ask you to report potential breaches through the various reporting channels available.

MORE INFORMATION

SAP Global Human Rights Commitment Statement

SAP Partner Code of Conduct

SAP Supplier Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.3 Corporate Social Responsibility

The SAP Corporate Social Responsibility (SAP CSR) team is responsible for setting and executing SAP's CSR strategy focused on bringing to life our purpose through strategic partnerships and programs that deliver sustainable social impact and long-term business value. In this function, the team is fully responsible for managing all corporate giving (such as charitable donations) and oversees all volunteerism.

You must not make funding commitments to potential recipients, such as the promise of a donation, before receiving approval through the official SAP CSR process.

MORE INFORMATION

SAP Global Corporate Social Responsibility Policy

7.4 Commitment to Improving Our Environmental Performance

Sustainability is an integral part of our purpose to help the world run better and improve people's lives. We strive to be a role model of a sustainable company and enable our customers to create positive social, environmental, and economic impact within planetary boundaries. Led by our Sustainability organization, we continually improve and invest in SAP's environmental performance, enabling transparency and protecting our planet. Therefore, we conduct business in an environmentally responsible manner and comply with relevant environmental laws, regulations, and standards.

We commit to reducing negative environmental impacts and preventing pollution by reducing resource and water consumption, carbon emissions, energy, and waste, including electronic waste, among others. To do so, we provide the necessary resources and information to efficiently manage our environmental performance and achieve our objectives. The environmental objectives and the impact of our operations and solutions are analyzed, managed, and reported throughout their lifecycle.



We are all responsible in the course of our business to keep environmental protection in mind and integrate sustainable practices that support SAP's sustainability goals. We can achieve this through sustainable product design and development, efficient use of resources, or other activities and behaviors that reduce our environmental footprint.

MORE INFORMATION

SAP Global Environmental Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.5 Political Activities

Society is partly determined and shaped by politics and the political activity of its citizens.

7.5.1 PERSONAL POLITICAL ACTIVITY, CONTRIBUTIONS, AND COMMUNICATION

SAP is proud that we are socially engaged and that we participate in the political process.

Your political engagement should take place outside of your working hours. Although individuals may make political contributions, these are not reimbursed by SAP. SAP does not make direct contributions for political purposes to political parties, politicians, or political organizations other than through event sponsorships and related marketing as allowed by law and specifically approved by SAP Global Government Affairs and the Office of Ethics & Compliance (OEC).

If you are engaged in political activities, make sure that this reflects your own personal view and do not give the impression that any of these activities are connected to SAP.

7.5.2 LOBBYING

Policymaking and legislation have a significant impact on our business. We are committed to engaging appropriately in the public policy process as an important means of enhancing shareholder value, a fundamental principle for free and democratic societies.

SAP engages with governments around the world on public policy issues that are core to our business. Lobbying is an appropriate way for us to educate policymakers about the legitimate interests of SAP and to participate in political decision-making processes. We believe that by sharing our expertise and communicating our position on certain topics, we contribute responsibly to policymaking, but these communications must be conducted and reported in compliance with all applicable laws.

It is our policy to comply with the lobbying laws and restrictions of every jurisdiction where we conduct business, and to be as transparent as possible in lobbying activities and the engagement of lobbyists. As the regulation of lobbying activity varies widely across jurisdictions, a detailed knowledge of the legal requirements is needed. Lobbying activities are therefore solely managed by SAP Global Government Affairs.

7.5.3 MEMBERSHIPS IN PROFESSIONAL OR POLITICAL ORGANIZATIONS

In principle, we believe that memberships in professional organizations are worth supporting, as amongst other things, they provide us with the ability to take part in shaping and developing standards and best practices of the profession. However, we as SAP act very cautiously in our political activities. If SAP pays for your membership in a group that has political affiliation or appears to be associated with it, you must align with SAP Global Government Affairs before becoming a member. Of course, you may become a private member in such organization at any time. However, SAP does not reimburse any costs or expenses

For information on corporate memberships, see the "Corporate Sponsorships, Memberships, and Donations" section of this Code.

MORE INFORMATION

SAP Global Policy on Interactions with Government Officials

SAP Communications Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Follow us



www.sap.com/contactsap

Studio SAP | 77965enUS (22/01)

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies.

See www.sap.com/trademark for additional trademark information and notices.

THE BEST RUN SAP

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

CONFIDENTIALITY DECLARATION * SAP GROUP

PREAMBLE

In the course of your employment with SAP, you have committed yourself per your employment contract to treat confidential any confidential information to which you are being granted with access or otherwise gain knowledge of in the course of your employment.

Applicable statutory requirements have made it necessary to adapt this confidentiality agreement.

The following Confidentiality Declaration accommodates these applicable requirements. By signing this declaration, it will become part of your employment contract with SAP and thereby replace any former general, that means not project- related, agreements between you and SAP with regard to this topic.

CONFIDENTIALITY DECLARATION

In consideration of my employment within the SAP Group (SAP SE and its affiliates – hereinafter "SAP") and disclosure by my employer or SAP of Confidential Information, I acknowledge the obligation to commit myself to confidentiality and hereby covenant and agree as follows:

1 CONFIDENTIALITY

1.1 The disclosure of Confidential Information is prohibited. The prohibition shall not apply if exempted as set out below by this employee Data Protection and Confidentiality Statement (hereinafter referred to as the "Statement").

1.2 For purpose of this Statement, Confidential Information shall mean any information which SAP protects against unrestricted disclosure to other parties (whether orally, in writing or any other tangible form) and information to which I obtain knowledge during the course of my activities for SAP where the confidentiality results from the nature of the information or its circumstances. Consequently, Confidential Information shall mean any data that is identified as "Confidential" or "Proprietary" or which would otherwise ordinarily be expected to be confidential or proprietary, including but not limited to:

a) Technical information concerning products and services owned and/or distributed by my employer and/or SAP, including product know-how, methods, processes, formulas, designs, devices, diagrams, software code, test results, inventions, research projects and product development, technical memoranda and correspondence;

b) Information concerning trade- and business secrets of my employer and/or SAP, including cost information, profits, sales information, accounting and unpublished financial information, business plans and -strategies, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;

c) Information concerning employees of my employer and/or SAP, including salaries, strengths, weaknesses and skills;

d) Information of my employer and/or SAP, or any of SAP's customers, partners, suppliers, employees, consultants, co-venture partners or investment companies submitted for study, evaluation or use; or any other information not generally known to the public which, if illegitimately used or disclosed, could reasonably be expected to adversely affect the business of my employer or SAP;

e) any information that is protected by laws and regulations against unlawful use or disclosure (e.g. bank secrecy and telecommunication secrecy).

1.3 Information shall not be regarded as Confidential Information which:

a) had already been public knowledge prior to such information was disclosed to me;

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

b) was in my possession, known to or independently established by me, without an obligation to keep it confidential, before such information was disclosed to me by my employer and/or SAP or contractors of my employer or SAP;

c) is or becomes public knowledge after such information was disclosed to me through no fault of mine, or

d) is or becomes lawfully available to me from a source other than SAP which is not bound to a non-disclosure agreement by my employer and/or SAP.

It shall not constitute a breach of confidentiality if I must disclose Confidential Information in respect of a legal obligation to testify before a court or an administrative authority.

1.4 I shall keep all Confidential Information confidential and I shall not disclose any Confidential Information to any person other than authorized by SAP on a need to know basis and only for the purpose of fulfilling my duties for SAP. I undertake to disclose Confidential Information to third parties only with prior approval by SAP.

1.5 Should I become subject to a demand for discovery or disclosure of Confidential Information under legal process, I shall give SAP prompt notice of the demand prior to furnishing the Confidential Information demanded (unless otherwise prohibited by applicable law). I shall obtain or cooperate with SAP, at the expense of SAP, in seeking reasonable arrangements to protect the confidential and proprietary nature of the Confidential Information.

1.6 I am obliged to adhere to any applicable SAP Policy aiming to protect Confidential Information, including but not limited to SAP's Security Policy, Data Protection and Privacy Policy and the related standards, or any amendment or new version thereof.

2 DATA PROTECTION

2.1 I am obliged to observe confidentiality regarding personal data that I may have access to or otherwise gain knowledge of in the course of my employment, and to process and use them only as instructed by my employer for business functional purposes only (i.e. “Confidentiality” as set forth in Art. 5 para 1 lit. f, Art. 28 para 3 lit. b, Art. 29 and Art. 32 para 4 General Data Protection Regulation - GDPR).

2.2 I am prohibited from processing personal data without authorization. Processing comprises the collection, retrieval, recording, organization, structuring, storage, adaptation or alteration, consultation, use, the disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data. Accordingly, I’m obliged to

- process personal data for no other purpose than the ones to legitimately fulfill my official business function,
- to obey any legal and internal rules with reference to the treatment and protection of personal data, including all technical and organizational measures to protect the security of the processing and to avoid the destruction, loss, alteration, unlawful disclosure or unauthorized access,
- use personal data I am entrusted with only to the extent necessary to fulfill my respective tasks or duties.

2.3 This obligation applies to any personal data I may get in contact with during my employment, irrespective of whether it relates to SAP customers, partners, consultants, employees or other third parties.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3 PROFESSIONAL SECRETS

3.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information of customers whose profession, due to relevant national laws, imposes a professional secrecy obligation upon them, and who are therefore subject to exceptional confidentiality. These may include physicians, lawyers, statutory auditors, tax advisors as well as hospitals, private health-, accident- or life-insurances or pharmacies.

3.2 When engaging service providers that will contribute in their professional services, such customers with a professional secrecy obligation must obey additional binding legal requirements aside from regular data protection obligations, which may derive from national professional- or penal law. One of these requirements is that service providers and their staff must be sworn to secrecy in a particular manner.

3.3 I acknowledge that, for legal reasons, I may be regarded as a person that contributes to the professional services of someone who bears a professional secrecy obligation, if and to the extent I will be granted with access to customer data which fall within the scope of such national professional- or penal laws ("Professional Secrets"). I have been informed and I am aware that

- relevant national law may make it an offense for a person to unlawfully disclose another's Professional Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 203 para 4 sent. 1 German Penal Code or in France Article 226-13 French Code Penal),
- I may claim a right to refuse to give evidence towards state or government institutions with regard to Professional Secrets and that I am obliged to exercise this right (e.g. towards government institutions in Germany according to sec. 53a of the German code of the criminal procedure).

3.4 I therefore undertake to obtain knowledge of Professional Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

4 TELECOMMUNICATIONS SECRECY

4.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information which may fall within the scope of telecommunications secrecy due to relevant national telecommunications law, and who are therefore subject to exceptional confidentiality.

4.2 Telecommunications law may be applicable if SAP commercially provides telecommunications services, and when I may contribute in such telecommunication services and be granted with access to data which fall within the scope of telecommunications services in the course of my employment with SAP.

4.3 The telecommunications secrecy comprises the content of telecommunications and the detailed circumstances thereof, particularly the fact of whether a person is or has been involved in telecommunications traffic. The telecommunications secrecy also covers the detailed circumstances surrounding unsuccessful call attempts (together "Telecommunications Secrets").

4.4 I have been informed and I am aware that relevant national law may make it an offense for a person to unlawfully disclose Telecommunications Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 88 Telecommunications Act or sec. 206 Penal Code, in Austria sec. 119 Penal Code and sec. 4 Telecommunications Act, in Switzerland Art 43 Telecommunications Act).

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.5 I therefore undertake to obtain knowledge of Telecommunications Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

5 GENERAL PROVISIONS

5.1 My obligation to confidentiality, data protection and regarding the use of Confidential Information shall remain in force after termination or expiration of my employment and/or my access to Confidential Information.

5.2 This Statement expresses the complete understanding of the parties with respect to safeguarding confidentiality and data protection and supersedes all prior general, that means not project- related, proposals, agreements, statements, representations and understandings. Amendments to this Statement must be in writing in order to be effective.

5.3 The failure to exercise any right provided in this Statement shall not be a waiver of prior or subsequent rights.

5.4 I am aware that any misappropriation of any of the Confidential Information in violation of this Statement or applicable law may cause reputational damages or legal consequences for my employer and/or SAP. I acknowledge that any violation of this Statement may result in disciplinary action up to and including dismissal from employment as well as personal liability. Furthermore, it may lead to an administrative fine or, in case of a violation of applicable data protection-, unfair competition- or penal laws to criminal penalties or imprisonment. The breach of a Professional Secret may result in criminal penalties or, depending on the circumstances of the breach, imprisonment (e.g. in Germany up to a year, and if the breach occurred for money or with the intent to enrich or harm someone, up to 2 years or punitive fine).

5.5 If any term or provision hereof is or may become invalid or unenforceable, the remaining terms and provisions hereof shall be unimpaired and shall remain in full force and effect. The invalid or unenforceable term or provision shall be replaced by a term and provision that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term or provision. If the Statement proved to be incomplete, a provision shall apply which matches the sense and purpose of the Statement and, in case of its consideration, would have been agreed.

FOR THE EMPLOYER	**FOR THE EMPLOYER**
Shweta Mohanty	Sabish Kovath Bhaskar
Head of Human Resource, India	Manager, Local HR Services India
SAP, India	HR Service Centre, SAP, India
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

FOR THE EMPLOYEE

Medha Patki

NAME

09-Jun-2022 | 15:42:09 CEST

DATE

SIGNATURE

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

PRIVATE & CONFIDENTIAL

Appendix 1: EMPLOYMENT RESTRICTIONS

This Appendix forms part of and is effective as of the date of your employment contract with SAP.

1) NON COMPETITION – EMPLOYER'S COMPETITORS

During your employment and for the Restricted Period after termination of your employment, you will not, without the prior written consent of SAP:

i) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are indirectly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

ii) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are directly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

iii) Accept employment or otherwise be directly or indirectly involved with or provide services to any business where the nature of the role is to assist or has the potential to assist the business to operate in competition with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

2) NON SOLICITATION OF CUSTOMERS AND PROSPECTS:

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not directly or indirectly either for yourself or for any other business or person, solicit, call upon, attempt to solicit or attempt to call upon any of the customers or prospective customers of SAP, and you will not accept any business from such customers or prospective customers of SAP for yourself or for any employer during such period. The said restriction shall apply only within the Geographic Area and for products and services in direct competition with products and services offered by SAP.

3) NON SOLICITATION OF OTHER EMPLOYEES

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not solicit or have any discussions with any employee of SAP concerning employment for any business other than with SAP, and you shall not induce or attempt to influence any employee of SAP to terminate his or her employment with SAP.

4) ADJUSTMENTS OF RESTRAINT

If the Restricted Period or Geographic Area of any provision of this Appendix is deemed by a court of law to be unreasonable, you agree that the Restricted Period and or Geographic Area for such a restraint will be deemed narrowed to the broadest terms permitted by applicable law and will be enforced as so narrowed.

5) EXTENSION OF RESTRAINTS DURING PERIOD OF VIOLATION

If you breach any of the terms of this Appendix, you agree that the period of the restraint shall not run during the period of violation and will recommence following your compliance with the terms of this Appendix. You acknowledge and accept that the purpose of this clause is to give SAP the protection of the restraint for the full agreed-upon duration.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6) SEVERABILITY

If any one or more of the provisions or part(s) thereof in this Appendix shall for any reason be deemed by a court of law to be invalid, such invalidity shall not affect any other provision(s) or part(s) thereof, of this Appendix. The undertakings in this Appendix are separate, distinct and severable. If any part of this Appendix is deemed by a court of law unenforceable, it may be severed without affecting the remaining enforceability of the other clauses.

7) DEFINITIONS

For the purposes of this Appendix, the following terms shall have the following meanings:

i) "Restricted Period" shall commence on the date of termination of employment and shall continue until the greater of:
   (1) For Clause 1(a)(i): 3 months
   (2) For Clause 1(a)(ii): 6 months
   (3) For Clause 1(a)(iii): 6 months where it is a direct involvement and 3 months where it is an indirect involvement
   (4) For Clauses 2 and 3: 1 year

ii) "Geographic Area" shall mean the greater of:
   (1) The country of the employing SAP entity;
   (2) ANZ Hub, including but not limited to Australia and New Zealand where your role relates to those two countries;
   (3) South East Asia Hub, including but not limited to Malaysia, Thailand; Indonesia. Singapore, Vietnam, and Philippines where your role covers South East Asia;
   (4) Greater China and China including but not limited to the People's Republic of China, Taiwan and Hong Kong where your role relates to those countries;
   (5) India; Bangladesh and Sri Lanka where your role relates to those countries;
   (6) Asia Pacific and Japan, comprising all of the above where your role is region-wide;

iii) "Business Competitors" includes but is not limited to Oracle, Workday, NetSuite, Infor, SalesForce, IBM, HP, SAS, Teradata, Sage, Software AG. You should contact HR to obtain a current list of relevant Business Competitors as this may change from time to time and from region to region;

iv) "business" includes any corporation, company, association, partnership, limited partnership or other entity.

I accept the terms and conditions outlined above.

09-Jun-2022 | 15:42:09 CEST

…… ……

Medha Patki Date

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Photo ID requirement:

Background: White and non-reflecting
Only the person must be shown on the photograph
Portrait photograph: Frontal view, with no inclination or twist of the head
Minimum photo size of 640 x 480 pixels

Photo

India - Employee Portion - Strictly Private & Confidential

EMPLOYEE PERSONAL DETAILS

Name: Medha (**First Name** (Given Name)) Patki (**Last Name** (Surname))

*as shown in AADHAAR card for IN nationals/Passport name for foreign nationals

**Your Address book display name and SAP Email address will be generated based on your Firstname and Surname.

Marital Status: Single

Gender: Male

Date of Marriage (dd/mm/yyyy):

Date of Birth (dd/mm/yyyy): 27/04/1999

Nationality: Indian

City of Birth:

Passport No. *(For Foreign Nationals Only)* **:**

State of Birth: Karnataka

Passport Date of Issue:

Personal Email Address: amasoom028@gmail.com

Passport Place of Issue:

Are you an Indian Permanent resident? (if applicable)**:**

Passport Date of Expiry:

Date of Issue of Permanent residency (if applicable)**:**

PAN No.: DTRPA7017J

Aadhaar Card Number: 379544196185

UAN No.: N/A

ADDRESSES

PERMANENT ADDRESS:

House no. / Street: 301 tamra residency near chokkabettu circle surathkal mangalore

Postal code: 575014

City / State / Region: Karnataka

Home Phone No.: 8310626850

Handphone no.: 8722935426

CURRENT MAILING ADDRESS: The mailing address will be used for the delivery of IT Equipment where applicable.

House no. / Street : 301 tamra residency near chokkabettu circle surathkal

Postal code: 575014

City / State / Region: Karnataka

Home Phone No.: 8310626850

Handphone no.: 872293542

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

FAMILY DATA: **To update personal dependent data in HR System (only for personal records) . Please provide date of birth for your declared family members. This data may be needed for the benefit enrollment.**

Relationship	First Name *(Given Name)*	Last Name *(Surname)*	Nationality	Date of Birth (dd/mm/yyyy)	Gender	Occupation/ Employer
Spouse:						
Children:						
Father: (Must)	Mohisin	Sharief	Indian	06/06/1966		Driver
Mother:	Safia	Begam	Indian	10/03/1970		Housewife
Father-in-law:						
Mother-in-law:						

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: Safia begam **Relationship:** Mother **Contact No.:** 8722935426

BANK DETAILS FOR SALARY TRANSFER

*Only local bank accounts with your own name are accepted for payroll disbursement

Do you have a bank account? No

***Name of Bank:** _____ ***Account Payee Name:** _____

***Bank Account No.:** _____

ACADEMIC QUALIFICATION

Name of Schools/Institutions & Country (Chronological Order)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Level Attained	Faculty (eg. Accounting/ Engineering/Marketing)
Dayananda Sagar University Bangalore, India	30-12-2020	08-06-2022	Master	
St Aloysius college Mangalore, India	05-06-2017		Bachelor	

NAME OF FORMER EMPLOYER

Name of Company (Latest Employment)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Designation	Department

DECLARATION

I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient grounds for discharge. I also authorize any investigation of the above information for the purpose of verification.

Name and Signature: DocuSigned by: Masoom Ali DE77E7D772DE4ED

09-Jun-2022 | 15:42:09 CEST **Date:**

DocuSign

Certificate Of Completion

Envelope Id: 26B5A6CE9CA54E7BADCFE88EB513A166
Status: Sent
Subject: SAP Labs India Offer - Medha Patki_{HRReqNo:[7004201260]}Source Envelope:
Document Pages: 62
Signatures: 21
Envelope Originator:
Certificate Pages: 2
Initials: 0
SAP Careers Team – APJ
AutoNav: Enabled
Dietmar-Hopp-Allee 16
EnvelopeId Stamping: Enabled
Walldorf, Baden-Württemberg 69190
Time Zone: (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
FMDAdminAPJ@SAP.COM
IP Address: 165.1.187.61

Record Tracking

Status: Original
6/9/2022 2:31:50 PM
Holder: SAP Careers Team – APJ
FMDAdminAPJ@SAP.COM
Location: DocuSign

Signer Events	Signature	Timestamp
Medha Patki Amasoom028@gmail.com Security Level: Email, Account Authentication (None), Access Code	Signature Adoption: Pre-selected Style Signed by link sent to Amasoom028@gmail.com Using IP Address: 106.51.88.53 Signed using mobile	Sent: 6/9/2022 2:34:32 PM Viewed: 6/9/2022 3:19:40 PM Signed: 6/9/2022 3:42:09 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Shweta Mohanty IndiaHRD_Backup@sap.com SAP HR SDO Security Level: Email, Account Authentication (None)		Sent: 6/9/2022 3:42:15 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Sabish Kovath Bhaskar lhrsindia@sap.com SAP HR SDO Security Level: Email, Account Authentication (None)		Sent: 6/9/2022 3:42:15 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 2:34:33 PM
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 2:34:33 PM
Medha Patki Amasoom028@gmail.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:13 PM Viewed: 6/9/2022 3:43:17 PM
7004201260 fmdadminapj@sap.com HR Data Management team - APJ SAP HR SDO Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
7004201260 fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/9/2022 2:34:33 PM

Payment Events	Status	Timestamps

Date: 17th June 2022

To
Ms. Bhoomika O
D/O. Omprakash
42 6th Cross
Devegowda Block, Adugodi
Bangalore, Karnataka- 560030

Subject: Offer Letter

We are pleased to offer you the opportunity to work with Sundaravijayam Automobile Services Private Limited ("**Company**") in the position of Assistant Manager – Central Supply Team and have set out below the key terms of your employment that would apply if you choose to accept our offer.

As an Assistant Manager - Central Supply Team Support, your responsibilities will include the following:

- Vendor Management
- Central supply operations
- Launching cities
- Vendor onboarding and Training
- Maintaining good relationship with vendor
- Meeting supply of cities as per the demand
- Coordination with internal departments
- Coordinating with Order management Team as per requirements
- Structuring backend operation of Central supply
- Building processes in proportion to the changes in supply requirements

You will be required to commence your employment with the Company on 1st July 2022 ("**Joining Date**") by reporting to our Manager – HRM Kavya Sivadas at our Bangalore corporate office/Video call (for remotely working candidates). Voided, if you fail to report on the specified date of joining. We may require you to join us earlier or later than the Joining Date, and if so we will communicate the revised date of joining to you in writing.

Please note that you will be initially on probation for a period of 6 (Six) months ("**Probationary Period**") from the Joining Date, unless otherwise waived, shortened, or extended by the Company in writing. During the Probationary Period, the Company may, at its sole discretion, terminate your employment without any notice or payment in lieu thereof or assigning any reasons for the same

You will receive an annual compensation CTC of INR 7,00,000 (Indian Rupees Seven Lakhs only), payable in arrears every month, subject to deductions under applicable law for taxes, etc. The break-up of the various components of your compensation on a monthly and annual basis, are provided below.

Component	Monthly (in INR)	Annual (in INR)
Basic salary	28000	336000
House rent allowance	11200	134400
Special Allowance	10883	130600
Travel Allowance	5000	60000
Mobile Allowance	1000	12000
Bonus	300	3600
Gross CTC (A)	**56383**	**676600**
Employer Contribution		
PF Employer	1950	23400
Total CTC	**58333**	**700000**
Less: Deductions from salary		
PF Employee	1800	21600
Professional Tax	200	2400
Insurance	340	4080
Total deduction (B)	**2340**	**28080**
Pre-Tax Net Take Home (A-B)	**54043**	**648520**

All the other terms and conditions of your employment, including with respect to leave policies, pay policy, remuneration policy, covenants and undertakings of the employee policy, data protection policy, use of company resources policy, confidentiality and intellectual property policy, non – compete & non – solicit policy, termination policy, remedies for breach policy, representation and warranties policy, governing law and dispute resolution policy, severability policy, amendments, roles & responsibilities and time to time government policies, will be specified detail in your Employment and Confidentiality Agreement that will be mutually executed after the date of joining.

Your employment will also be subject to your adherence, at all times, to the Company's Code of Conduct, which will be made available to you on the Joining Date, and other internal policies of the Company that may be communicated to you from time to time.

Upon acceptance of this Offer letter, you will refrain from using any proprietary information, intellectual property, confidential information, or any such restricted matter belonging to the company that you access to or was provided with during any past employment with any Person, the use or application of which is prohibited under terms and conditions of any subsisting agreement with such Person. Further All Intellectual Property created or developed by the you (alone or jointly with other employees) for the Company shall be regarded as having been made under a contract of service and shall be promptly disclosed to the Company, and the Company shall have absolute ownership of, and all right, title, and interest in such Intellectual Property; You shall not, upon acceptance of this offer letter during the Term or at any time thereafter, communicate, reproduce, distribute, publish, disclose, disseminate, or use for the benefit of self or any other Person any Confidential Information that has been made available or accessible to him/her or that has been discovered by him/her during the course of his/her employment, except in the course of the rightful discharge of his/her duties towards the Company or as may be required by the order of judicial or a quasi-judicial body and/or under Applicable Laws;

The Company may terminate your employment at any time (i) for Cause, without notice or payment in lieu of notice, or (ii) without Cause, by giving you 30 (Thirty) days' prior written notice or by the payment of basic salary in lieu of such notice.

Upon acceptance of this offer letter if you wish to resign from the employment of the Company at any time by giving the Company 30 (Thirty) days' prior written notice. The Company may, at its sole discretion, waive all or part of the notice period or allow You to make payment in lieu of such notice, which decision shall be communicated by the Company to You within a period of 15 (Fifteen) days of receipt of the notice from the You. Your resignation shall become effective upon the sooner to occur of (i) expiry of 30 (Thirty) days from the date of the notice by the Employee, and (ii) the date from which the notice period is waived by the Company.

This offer letter contains the key terms of the Company's employment offer to you, and supersedes any verbal discussions with you or prior written communications sent to you by the Company. Please note that you are under an obligation to keep the terms and contents of this offer letter confidential.

Please indicate your acceptance of our offer by counter-signing this offer letter and sending the signed copy to us by email, courier, post, or hand-delivery. This offer letter is valid for a period of 3 (Three) calendar days from the date hereof, and if we do not receive a signed copy of this offer letter from you within such time, this offer stands withdrawn. Please note that this offer is subject to (i) receipt and verification by the Company of your Aadhar Card, PAN card, educational documents, previous employer exit letter (if any), 5 passport size photos (which we would request you to submit copies of, along with the signed copy of this letter), and (ii) your unconditional and irrevocable consent to the Company conducting, to its satisfaction, a customary background check on you and sharing any all personal information that you may provide to the Company with third parties for this purpose.

We hope you find our offer acceptable, and are confident that your addition to our team will be valuable to our growth story while also offering you an exciting, fulfilling, and rewarding career with us.

Yours sincerely,

For and on behalf of

Sundaravijayam Automobile Services Private Limited

Name: Kavya Sivadas
Designation: Manager - HRM

AGREED AND ACCEPTED

Bhoomika O

Date: 17th June 2022

To
Ms. Varsha V
D/O. G Veeraswamy Naidu
#5/6 2nd Floor, 1st Cross
3rd Main, Ramanjaneyanagar
Chikalasandra, Bengaluru
Karnataka- 560061

Subject: Offer Letter

We are pleased to offer you the opportunity to work with Sundaravijayam Automobile Services Private Limited ("**Company**") in the position of Assistant Manager – Central Supply Team and have set out below the key terms of your employment that would apply if you choose to accept our offer.

As an Assistant Manager - Central Supply Team Support, your responsibilities will include the following:

- Vendor Management
- Central supply operations
- Launching cities
- Vendor onboarding and Training
- Maintaining good relationship with vendor
- Meeting supply of cities as per the demand
- Coordination with internal departments
- Coordinating with Order management Team as per requirements
- Structuring backend operation of Central supply
- Building processes in proportion to the changes in supply requirements

You will be required to commence your employment with the Company on 1st July 2022 ("**Joining Date**") by reporting to our Manager – HRM Kavya Sivadas at our Bangalore corporate office/Video call (for remotely working candidates). Voided, if you fail to report on the specified date of joining. We may require you to join us earlier or later than the Joining Date, and if so we will communicate the revised date of joining to you in writing.

Please note that you will be initially on probation for a period of 6 (Six) months ("**Probationary Period**") from the Joining Date, unless otherwise waived, shortened, or extended by the Company in writing. During the Probationary Period, the Company may, at its sole discretion, terminate your employment without any notice or payment in lieu thereof or assigning any reasons for the same

You will receive an annual compensation CTC of INR 7,00,000 (Indian Rupees Seven Lakhs only), payable in arrears every month, subject to deductions under applicable law for taxes, etc. The break-up of the various components of your compensation on a monthly and annual basis, are provided below.

Component	Monthly (in INR)	Annual (in INR)
Basic salary	28000	336000
House rent allowance	11200	134400
Special Allowance	10883	130600
Travel Allowance	5000	60000
Mobile Allowance	1000	12000
Bonus	300	3600
Gross CTC (A)	**56383**	**676600**
Employer Contribution		
PF Employer	1950	23400
Total CTC	**58333**	**700000**
Less: Deductions from salary		
PF Employee	1800	21600
Professional Tax	200	2400
Insurance	340	4080
Total deduction (B)	**2340**	**28080**
Pre-Tax Net Take Home (A-B)	**54043**	**648520**

All the other terms and conditions of your employment, including with respect to leave policies, pay policy, remuneration policy, covenants and undertakings of the employee policy, data protection policy, use of company resources policy, confidentiality and intellectual property policy, non – compete & non – solicit policy, termination policy, remedies for breach policy, representation and warranties policy, governing law and dispute resolution policy, severability policy, amendments, roles & responsibilities and time to time government policies, will be specified detail in your Employment and Confidentiality Agreement that will be mutually executed after the date of joining.

Your employment will also be subject to your adherence, at all times, to the Company's Code of Conduct, which will be made available to you on the Joining Date, and other internal policies of the Company that may be communicated to you from time to time.

Upon acceptance of this Offer letter, you will refrain from using any proprietary information, intellectual property, confidential information, or any such restricted matter belonging to the company that you access to or was provided with during any past employment with any Person, the use or application of which is prohibited under terms and conditions of any subsisting agreement with such Person. Further All Intellectual Property created or developed by the you (alone or jointly with other employees) for the Company shall be regarded as having been made under a contract of service and shall be promptly disclosed to the Company, and the Company shall have absolute ownership of, and all right, title, and interest in such Intellectual Property; You shall not, upon acceptance of this offer letter during the Term or at any time thereafter, communicate, reproduce, distribute, publish, disclose, disseminate, or use for the benefit of self or any other Person any Confidential Information that has been made available or accessible to him/her or that has been discovered by him/her during the course of his/her employment, except in the course of the rightful discharge of his/her duties towards the Company or as may be required by the order of judicial or a quasi-judicial body and/or under Applicable Laws;

The Company may terminate your employment at any time (i) for Cause, without notice or payment in lieu of notice, or (ii) without Cause, by giving you 30 (Thirty) days' prior written notice or by the payment of basic salary in lieu of such notice.

Upon acceptance of this offer letter if you wish to resign from the employment of the Company at any time by giving the Company 30 (Thirty) days' prior written notice. The Company may, at its sole discretion, waive all or part of the notice period or allow You to make payment in lieu of such notice, which decision shall be communicated by the Company to You within a period of 15 (Fifteen) days of receipt of the notice from the You. Your resignation shall become effective upon the sooner to occur of (i) expiry of 30 (Thirty) days from the date of the notice by the Employee, and (ii) the date from which the notice period is waived by the Company.

This offer letter contains the key terms of the Company's employment offer to you, and supersedes any verbal discussions with you or prior written communications sent to you by the Company. Please note that you are under an obligation to keep the terms and contents of this offer letter confidential.

Please indicate your acceptance of our offer by counter-signing this offer letter and sending the signed copy to us by email, courier, post, or hand-delivery. This offer letter is valid for a period of 3 (Three) calendar days from the date hereof, and if we do not receive a signed copy of this offer letter from you within such time, this offer stands withdrawn. Please note that this offer is subject to (i) receipt and verification by the Company of your Aadhar Card, PAN card, educational documents, previous employer exit letter (if any), 5 passport size photos (which we would request you to submit copies of, along with the signed copy of this letter), and (ii) your unconditional and irrevocable consent to the Company conducting, to its satisfaction, a customary background check on you and sharing any all personal information that you may provide to the Company with third parties for this purpose.

We hope you find our offer acceptable, and are confident that your addition to our team will be valuable to our growth story while also offering you an exciting, fulfilling, and rewarding career with us.

Yours sincerely,

For and on behalf of

Sundaravijayam Automobile Services Private Limited

Name: Kavya Sivadas
Designation: Manager - HRM

AGREED AND ACCEPTED

Varsha V

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

8 June 2022

Private & Confidential

Masoom Ali
301 Tamra Residency
Near Chokkabettu Circle Surathkal, Mangalore
Karnataka 575014 India
+91 8123258926

EMPLOYMENT CONTRACT

Dear Masoom,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd** (SAP) on the following terms and conditions:

1. Appointment

1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 01 August 2022 up to 26 July 2024.
Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is **INR 600,000.00**.

2.2 Below is the breakup of the other benefits available to you.

(A)	**Cash Components**	**INR per annum**
	Annual Stipend	**600,000.00**
(B)	**Benefits***	**INR per annum**
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP#	44,284.80
	Wellness Cover for Employee	5,000.00
	Cost of Benefits (Approximate)	**106,484.80**
Cost to Company (A + B)		**706,484.80**

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior*

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066. India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.

#OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

In addition to the above compensation components and best-in-class benefits, SAP offers **FlexBen** program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy.

Please refer to the enclosed “Annexure” for details of compensation, benefits, flex work and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shweta Mohanty
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
Manager, Local HR Services India
HR Service Center, SAP, India

I accept the terms & conditions of service outlined above

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

.....
Masoom Ali

Date: 09-Jun-2022 | 15:42:09 CEST

Place: Bangalore

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Annexure – Terms and Conditions

1. Probation

1.1 You shall serve a probationary period of **six** months from the date of joining. Upon satisfactory completion of a formal performance appraisal, you shall be confirmed in the permanent establishment of the Company.

1.2 The Company reserves the right to either extend the probationary period or invoke clause 8.5 of this contract in the event your performance is not up to the expectations.

1.3 Unless your probationary period is specifically extended by the Company in writing, your services shall be treated as confirmed on completion of the probationary period and upon satisfactory completion of a formal performance appraisal. Either the Company or you may at any time terminate your employment during the probationary period by providing a prior written 4 weeks' notice or in lieu thereof a sum equal to the amount of salary which would have been accrued to you during the notice period.

1.4 Leaves during your probationary period is subject to the prior approval from your line manager/supervisor unless it is a case of emergency. However, you shall keep your manger informed and take necessary approval for leave. Approval of the leave will be at the discretion of your manager/supervisor.

2. Total Rewards

Brief Description of the compensation components:

A. **Stipend** - A fully taxable component

B. **Retirement Benefits**: Provident Fund and Gratuity are retirement benefits as mandated by the law.

In addition to the above compensation components, you will also be eligible for other benefits offered by the company as per the policy.

3. Performance of Duties & Conflict of Interest

3.1 As part of your employment with SAP, you will be required to undergo the Scholar@SAP Program. In addition to other policies that apply to your employment with the Company, the terms and conditions applicable to the **Scholar@SAP** Program will also be binding on you.

3.2 You shall always be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

3.4 You shall keep strictly confidential details of your salary and employment benefits within and outside the company.

3.5 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.

3.6 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

4. Annual Leave

You shall be eligible for annual leave and public holidays as per the company's then prevalent leave policy. There is no leave encashment for Scholars under any situation.

5. Working hours

Your normal working hours are 8:00 a.m. to 5:00 p.m. from Monday to Friday with an hour lunch break per day. Upon any change of the Company's working hours, your working will be rescheduled accordingly. You shall be expected to devote as much time as required for the proper discharge of your duties to the Company, and to the best of your ability, to seek, to safeguard the interests of the Company at all times.

Further, you may require to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the then prevalent "Shift Work Policy" of the company.

6. Intellectual Property Rights

The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or in any way securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company.

7. Benefits

The Company shall provide you with reimbursements or allowances for costs incurred in traveling on Company's business, in accordance with the prevailing Company policy.

8. Termination of Employment

8.1 SAP would be conducting a Background Check for all new hires through authorised partners. If it is validated and proven that an employee has furnished falsified information in the resume or during interviews he/she is liable to be terminated from his/her services. In such cases SAP may also choose to seek repayment of any valid expenses such as training, travel costs etc., Also the termination in this case would be immediate and with no notice amount payouts.

8.2 Your employment with SAP will commence on 01 August 2022 and close by the working hours on 26 July 2024. Your employment is temporary and limited to the employment tenure dates mentioned above. Unless the employment is extended in writing by SAP before the expiry of the tenure specified above, your employment comes to an end automatically upon completion of the tenure specified herein or extended period, if any.

8.3 In addition to the provisions of termination provided elsewhere in this Appointment letter, the relationship between the Parties can be terminated as follows:

- Either the Company or you may at any time terminate this agreement by giving in writing to the other party two months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of Base salary which would have been accrued to you during the period or remaining period of notice.
- During the probationary period, your employment will be liable for termination on 30 days' notice from either side without having to assign any reasons thereof.

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

8.4 Accrued leave is not to be offset from the notice period except with the express written permission of the Company.

8.5 The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:

- You commit any material breach of any of your duties and responsibilities under this contract.
- You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment.
- You become insolvent or bankrupt, or are charged with any criminal offense which is prejudicial to the interests of the Company.
- The Company is restricted from continuing to employ you by reason of any other legal incapability.
- You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.
- Your work performance is poor/unsatisfactory or not to the level of satisfaction which can encompass a variety of behavior that include, but not limited to:
  - inability to complete work assignments or correct errors in a reasonable amount of time.
  - inability (for whatever reason) or unwillingness to learn new tasks or skill or to work collaboratively.
  - inability to exercise good judgement.

8.6 Availing leaves during the notice period will be subject to the company's then prevalent exit policy.

8.7 Eligible scholar can be rehired either as a contractual employee or full time employee only after a period of Six months from termination of contract.

9. Alterations

The above terms may be modified by the Company from time to time in writing and such variations shall be binding on you.

10. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

11. Code of Conduct

11.1 The Company has its code of conduct which consists of all the company's policies, rules, regulations and guidelines pertaining to the benefits, rights, obligations of the employees (Code of Conduct) vis a vis the Company during the term of your employment with the Company.

11.2 Upon you signing the copy of the appointment letter you shall be bound by the Company's existing Code of Conduct, which shall form an integral part of this contract.

The Company shall have the right to make a new policy in this regard, modify and or amend the Code of Conduct based on its current or future business necessities, statutory requirements or for any reason whatsoever. You are hereby made aware that, the above agreement to be bound by the Company's Code of Conduct shall include any amendments made to the above Code of Conduct or any other new policies of the Company which shall form a part of

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

such conduct. A copy of such amendments, modifications, new policies will be sent to you before the same comes into force and on receipt of the same it shall be deemed that you have accepted such amendments, modifications and new policies and agree to be bound by it.

11.3 In the event of you committing a breach of any of the obligations imposed upon you under the Code of Conduct or any new policy of the Company the same shall be treated as a material breach and the Company reserves the right to terminate your employment without notice or compensation thereof as per applicable laws.

12. Responsibility of Foreign Nationals:

You shall be responsible to ensure that your requisite work and residence permit is valid and legal as required by the applicable Rules and Regulation set forth by Government of India from time to time. Failing to maintain the requisite work and residence permit at all/any time(s) during the employment period with SAP shall lead to termination of employment.

13. Dress Code

The Company requires you to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. You shall comply with the Company's then prevalent workplace-appropriate attire and grooming Policy as provided to you from time to time. You shall comply with the Company's then prevalent Security Policy as provided to you from time to time. Upon you signing the copy of the appointment letter, it shall be deemed that you will be bound by all such Policies as amended from time to time.

14. Consent for use of Personal Information and Sensitive Personal Data or Information

You agree that during the course of your employment and thereafter SAP may be required to share your personal information with a third party who is bound by confidentiality obligations to SAP to run certain SAP's processes. By signing this offer letter, you consent SAP to use your information including personal information for SAP's processes and share the same with such third parties with whom SAP has confidentiality arrangement.

15. Data Protection and Privacy Policy:

Protecting security and confidentiality of data is important to SAP. Therefore, SAP has decided to manage all major data protection task(s) with the help of a Data Protection Management System (DPMS) based on the Data Protection and Privacy Policy. You are requested to maintain absolute confidentiality and secure sufficiently the data made available to you by virtue of your employment at SAP. You must be, at all times be aware of your responsibility with regard to the issue of Data protection and be proactive in exercising this responsibility.

Further, you agree to comply with Company's Data Protection and Privacy policy and ensure effective and appropriate level of data protection and privacy.

16. Employment conversion from limited I-user to Unlimited I-user:

For a scholar to get converted from limited I-user to full time employee, a satisfactory performance feedback by the team manager and VT program manager in each rotation is required at the time of Incorporation. If the above-mentioned criteria is not met, the scholars will not be eligible/recommended for conversion.

17. Flex Working

SAP believes in building the future of work though our Pledge to Flex, enabling you to run at your personal best. We believe in building a fully flexible and a trust-based workplace as a norm, and not as an exception. With over 100,000 employees globally, we understand that there is no

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

one size fits all model to flex working and thus have created multiple Flex location & Flex time scenarios. Our approach to flex working maintains a balance between your individual flex work preferences and customer/business/team requirements. Flex work decisions are taken at a team level between the employee and their manager in the context of Line of Business. In case you have any specific requirement for flex working, please ensure that you have an explicit conversation with your hiring manager prior to accepting the offer. The agreement on the flex working model should be documented over an email prior to your date of joining. Your benefits will be aligned to your flex work arrangements. We strongly advise you to review the policy and ensure compliance with the same at all times.

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Version 01/2022 | PUBLIC

GLOBAL CODE OF ETHICS AND BUSINESS CONDUCT FOR EMPLOYEES



THE BEST RUN SAP

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

1 INTRODUCTION: A MESSAGE FROM OUR CEO

2 OUR VALUES AND CULTURE

2.1 Our "How We Run" Behaviors 7

3 ETHICAL BUSINESS AND YOU

3.1 Ask Yourself 9

3.2 Speak Out 10

4 ENSURING TRUST IN THE WORKPLACE

4.1 Diversity and Inclusion, Anti-Discrimination, and Anti-Harassment 13

4.2 Healthy Organization 14

4.3 Conflicts of Interest 15

4.4 Protection of SAP Assets 20

4.5 Internal Gift Giving 20

5 ENSURING TRUST IN OUR BUSINESS

5.1 Fraud 23

5.2 Organizational Conflicts of Interest 23

5.3 Bribery and Corruption 24

5.4 Artificial Intelligence 27

5.5 Intellectual Property, Confidential Information, and Personal Data and Privacy Rights 28

5.6 Insider Trading and Inside Information 29

5.7 Financial Statements, Disclosures, and Internal Accounting Controls 30

5.8 Export Controls and Trade Sanctions 31

5.9 Anti-Money Laundering and Commitment to Combating the Financing of Terrorism . . 32

6 ENSURING TRUST WITH OUR ECOSYSTEM

6.1 Business Relationships with Organizations . . 34

6.2 Contractual Changes and Unauthorized Commitments 34

6.3 Reciprocity Deals 35

6.4 Conduct with Customers 35

6.5 Conduct with Suppliers 36

6.6 Conduct with Competitors 37

6.7 Conduct with Partners 39

7 ENSURING TRUST BY SOCIETY

7.1 Communication 42

7.2 Human Rights 43

7.3 Corporate Social Responsibility 44

7.4 Commitment to Improving Our Environmental Performance 44

7.5 Political Activities 45

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



1 INTRODUCTION:
A MESSAGE FROM OUR CEO

Win the Right Way

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Dear Colleagues,

In the past few years, the world has faced exceptional challenges, uncertainties, and complexity. The way we live, the way we do business, and the way we work has been profoundly affected. Technology has become crucial to handling these challenges and changes.

This fast rate of change has increased the focus on building and maintaining trust as the foundation for growth and innovation. As such, the interplay between technology and trust will be one of the key drivers of economic growth in the future.

TRUST MATTERS.

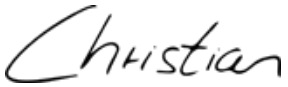
Being a trusted partner for our customers, partners, suppliers, and colleagues has always been at the heart of our business, but in today's uncertain environment, it is more important than ever.

At SAP, we always undertake our business efforts with integrity. Our Global Code of Ethics and Business Conduct for Employees is our guide, and helps us protect our colleagues, business, reputation, and ecosystem. It demonstrates that SAP is committed to the highest standards of ethical business and that we expect the same high standards from our partners and suppliers.

It is upon each and every one of us to uphold these standards, adhere to this Code, and speak out if or when we feel something is not right. Our global team of ethics and compliance experts is here for you, to provide the support and guidance needed to make strong, ethical, and compliant choices.

LET'S WIN THE RIGHT WAY.

Best regards,



Christian Klein

Chief Executive Officer and Member of the Executive Board of SAP SE

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



2 OUR VALUES AND CULTURE

Purpose Delivers Promise

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



At SAP, our purpose is to help the world run better and improve people's lives. This allows us to deliver on our promise to innovate and help our customers run at their best. We do this by conducting our business activities with integrity – using our global resources and reach to help economy, society, and the environment prosper.

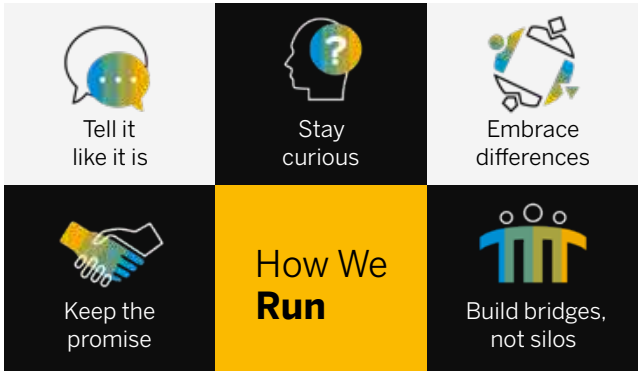
We are respectful and inclusive of our people and our stakeholders, always aiming to make a positive impact on those societies in which we work. We strive for sustainable growth while protecting our environment.

To that end, we do not compromise our values and our commitment to ethical business. This Global Code of Ethics and Business Conduct for Employees ("Code") provides us with the necessary guidance so that we can act with integrity. By making the right choices, based on facts and reason, we build trust with our people and stakeholders together, enabling us to fulfill our purpose and promise.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

2.1 Our "How We Run" Behaviors



Our company culture inspires ethical business practices through our established "How We Run" behaviors. These behaviors help define how each of us at SAP can run at our best.

We are all accountable for our actions, behavior, and the way we conduct our business.

As employees, we can demonstrate our commitment to ethics and compliance by embracing our behaviors and ensuring that we:

- Act with integrity and encourage colleagues to do the same.
- Familiarize ourselves with and act in accordance with our policies and guidelines, including this Code.
- Seek help and guidance on matters of compliance – from our manager, HR, Global Legal, or the Office of Ethics & Compliance (OEC).
- Raise concerns over situations relating to potential noncompliance by using our reporting channels. For further information about reporting channels, see the "Speak Out" section of this Code.

If you are a leader, you play a special role in modeling these behaviors to inspire and support employees in creating a foundation of trust.

We need our leaders to do what's right, making SAP better for generations to come:



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



3 ETHICAL BUSINESS AND YOU

Do the Right Thing

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3.1 Ask Yourself

We rely on you and our ecosystem – including customers, partners, and suppliers – to assess every decision and ensure that every action made on behalf of and related to our organization is legal, fair, and compliant with our policies and guidelines, this Code, and any law or regulation.

This Code helps guide your conduct as you do business at SAP. Many of the principles described in this Code are general in nature. The Code cannot cover every situation that may arise. It is a starting point and not the exclusive source of information regarding how we conduct business.

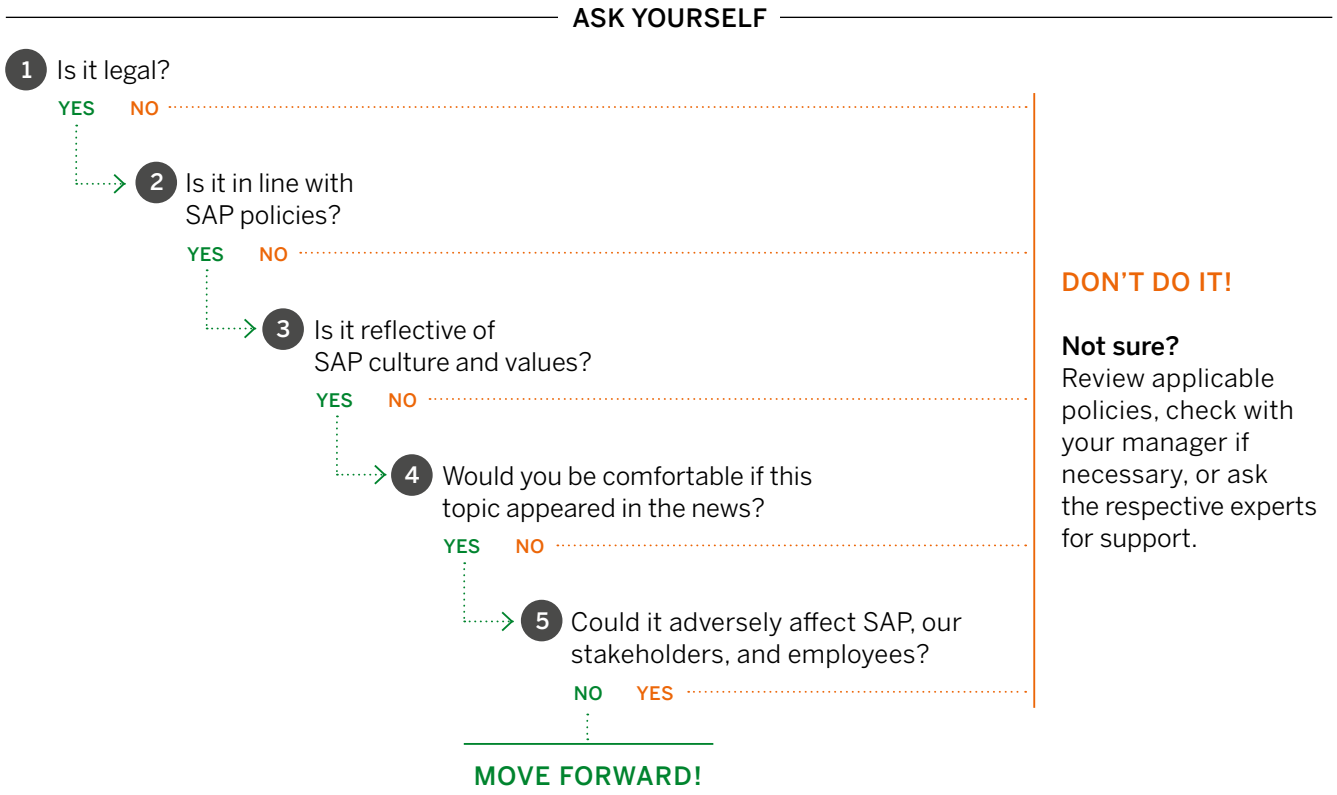
It is our duty to familiarize ourselves with all applicable SAP policies and other governance documents as they provide detailed guidance.

Use common sense and good judgment in applying this Code. If you have any questions about the Code and its application, it is your responsibility to always seek support from one of the resources provided.

If at any time you are unsure of the best course of action, ask yourself these questions to determine the right steps to take:

POLICIES AND GUIDELINES

SAP One /go/globalpolicies



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3.2 Speak Out

Prevention is best; however, if something does go wrong, we count on you to speak out. We rely on you and our ecosystem to report any actual or potential misconduct of which you may become aware.

We can fix a problem only if we are aware of it. The earlier we learn about an issue, the greater the chances to mitigate potential harm to SAP, our employees, and those doing business with us.

If something doesn't feel right, look right, or sound right, it probably is not right. We encourage you to speak out.

We recommend discussing with your management and your Office of Ethics & Compliance (OEC) Field Compliance Officer and report any serious SAP-related compliance concerns using the various reporting channels that SAP provides (see section 3.2.1).

Concerns can also be raised with the Global Ombuds Office (ombudsperson@sap.com).

3.2.1 REPORTING AN ISSUE

Report any serious compliance concerns relating to the Code or any laws and regulations – in good faith, confidentially, and if desired, anonymously – using our Speak Out at SAP tool. Speak Out is available online or via the integrated 24x7 helpline, which has local language support whether you are reporting from inside or outside of SAP.

We ask you to provide as much information as possible when making a report. Mere rumors are not sufficient; however, actual proof of wrongdoing is not necessarily required.

You can also use the following **additional reporting channels**:

Office of Ethics & Compliance (OEC)
Unified Ticketing: Create a ticket
Your local Field Compliance Officer:
SAP One /go/ethicalbusiness
Post: Office of Ethics & Compliance, SAP SE
Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany



Global HR Compliance Office
E-mail: HRcompliance@sap.com
Post: Global HR Compliance Office, SAP SE
Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany

If you have a concern relating to a particular topic managed by a specific area of our business, you are always free to reach out to the respective department directly. A list of department-specific contact channels is available on SAP One at /go/speakout.

> "Our ability to deliver great business outcomes and experiences and drive positive impact is underpinned by the trust our customers, partners, suppliers, and colleagues place in us."
>
> Christian Klein, Chief Executive Officer and Member of the Executive Board of SAP SE

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



3.2.2 YOUR REPORT MAKES A DIFFERENCE

SAP is committed to thoroughly assessing every report and, where appropriate, conducting careful, objective, and professional investigations of the matter by the respective expert departments (for example, Office of Ethics & Compliance (OEC), Internal Audit, Global HR Compliance). Where appropriate, we will carry out consequence management and apply acquired insights to further strengthen our policies, processes, and controls.

When we carry out an investigation, we require your full cooperation to help resolve a matter.

Investigations may result in consequences related to employment law and external investigations, action in the civil courts, or criminal prosecution.

3.2.3 SAP PROTECTS YOU

We know that it can take courage to report an issue. You may ask yourself the following questions: Is what I am observing really wrongdoing? Will I face consequences if I report? Is it worth it?

SAP does not tolerate any form of retaliation against those who raise concerns in good faith to help protect and prevent damage to SAP. We have various safeguards in place to protect confidentiality of any report made through the reporting channels provided.

For example, we strictly limit access to these reports to a small number of specifically trained and authorized experts. Should any forms of retaliation occur despite our precautions, we ask that you report them. We can draw on additional robust procedures to address your protection.

We equally do not tolerate any personal or false attacks aimed at specific individuals. Dishonest, bad faith, or otherwise abusive reports are prohibited and may result in disciplinary action.

INCIDENT REPORTING

www.sap.com/speakout
SAP One /go/speakout

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4 ENSURING TRUST IN THE WORKPLACE

We Strive to Foster Trust

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.1 Diversity and Inclusion, Anti-Discrimination, and Anti-Harassment

4.1.1 DIVERSITY AND INCLUSION

SAP behaviors reflect our values and inspire appreciation for all aspects of diversity and inclusion.

At SAP, every person must be treated with dignity and respect. We proactively promote diversity, inclusion, and social justice and work to ensure that our workforce reflects gender parity and the demographics of the regions where we have employees. We commit ourselves to be respectful, professional, compliant, inclusive, and healthy and to foster employee engagement, spark innovation, and drive customer success.

The Global Diversity & Inclusion Office is at hand for any related questions.

4.1.2 ANTI-DISCRIMINATION AND ANTI-HARASSMENT

We embrace and encourage different perspectives. We are made stronger by our unique combination of diverse characteristics, including but not limited to, culture, race, ethnicity, age, gender, sexual orientation, gender identity or expression, physical or mental ability, and different work-life situations. We make every effort to ensure that all stages of the employee lifecycle are inclusive to enable employee success, hold leaders accountable, and build a diverse environment – both internally and among our ecosystem.

Our priority is to provide a work environment where employees, suppliers, customers, and partners can be confident that their integrity, dignity, rights, health, safety, and well-being are valued and respected. Therefore, we commit ourselves to a workplace free from discrimination, harassment, bullying, mobbing, or retaliation.

As exemplars for our “How We Run” behaviors, we all must act as role models.



We encourage you to report to the Global HR Compliance Office any concern or behavior that is inconsistent with our values and the regulations outlined in the SAP Global Anti-Discrimination Policy.

MORE INFORMATION

SAP Global Anti-Discrimination Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.2 Healthy Organization

SAP's purpose to make the world run better and improve people's lives includes caring for the health and well-being of everyone at SAP.

Conditions in which people live up to their full potential are mainly defined by an organization's leadership style and working culture. We believe that there is no organizational health without individual health. SAP and our leaders take ownership for workplaces and a caring culture that fosters physical health, safety, and mental well-being, while all employees are empowered to take care of their individual health.

We encourage you to get involved and shape our caring culture and working conditions by using feedback opportunities to "Tell It Like It Is" and help us improve where needed. Our success is tracked in the Business Health Culture Index (BHCI) (annual #Unfiltered employee survey) and the Stress Satisfactions Score (biannual Future of Work Pulse).



The Global Health & Well-Being organization, together with strong partners in Global Real Estate & Facilities, Occupational Safety, Total Rewards, Personal Security, SAP Learning, and HR Global Service Delivery teams, provide the information, education, and support to foster a healthy working culture and a supportive environment for all employees. In doing so, we enable the entire organization to be a role model for safe, healthy, and sustainable people management.

MORE INFORMATION

Global Health and Safety Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3 Conflicts of Interest

4.3.1 PERSONAL CONFLICTS OF INTEREST

We respect your personal interests and your private life. We also expect that you are loyal to our company and act in the interest of SAP. If your private or financial interests or relations collide with those of SAP or may be perceived to collide with SAP's interest, a potential conflict of interest arises.

Potential conflicts of interest can arise from many situations.

Even the appearance of a conflict of interest can be problematic and must be avoided at all times. You are responsible for disclosing any potential conflicts of interest, actual or perceived, as early as possible or as soon as you become aware. Seek advice and, if warranted, approval from the Office of Ethics & Compliance (OEC). If any material changes occur after approval – for example, the duration or tasks of any secondary activities change or the amount of investment increases – you must proactively report these changes for further review and approval.

While there is no exhaustive list of such situations, potential conflicts of interest typically arise from the following scenarios.





© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.2 SECONDARY ACTIVITIES

A secondary activity, whether paid or unpaid, must not negatively impact either your ability to work for SAP, or your performance. Prior to starting a secondary activity outside of SAP, you must ensure that there is no conflict of interest. Refer to SAP One to determine whether a formal secondary activity declaration is required for your country and the process for reporting. If no specific process is required, report your secondary activity to your manager and the Office of Ethics & Compliance (OEC).

Secondary activities for competitors

Any activity for an SAP competitor is prohibited. This includes, but is not limited to, secondary employment and any other activities such as assuming any board seat, advisory, or supervisory role; performing any marketing or sales activities for competitors or their products and services; or working as an independent party in a contract, as a consultant; or in any other capacity for a competitor. You must not function directly or indirectly or carry out any activity that assists in the marketing or sale of products or services of a competitor of SAP. A competitor is not limited to multinational technology companies; any entity, of any size, can be a competitor if it provides similar software or services to anything provided by SAP. The OEC determines who is classified as a competitor, in alignment with other relevant functions.

Secondary activities for you or your family

You should use caution when you or any family members engage in your own business activities if they are closely related to SAP's business. You must always ensure that these activities do not conflict with the rightful interests of SAP and adhere to these requirements:

- While working at SAP, you must not pursue business that conflicts with the interests of SAP.
- You must not directly or indirectly exploit any business opportunity available to SAP for your own benefit or the benefit of others.

If you develop or sell your own or third-party products, or perform services where SAP offers or is planning to offer similar products or services, you must get prior written approval from your manager and the OEC.



Secondary activities for customers, partners, and suppliers

We discourage any secondary activity for an SAP customer, partner, or supplier. If you want to pursue such an activity, you must get prior written approval from your manager and the OEC. The OEC determines whether the activity falls within SAP's best interests.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4.3.3 BOARD OF DIRECTORS, CORPORATE OFFICER, OR ADVISORY POSITIONS WITH OTHER COMPANIES

Positions as board directors, corporate officers, or consultants are considered a secondary activity and require prior written approval from the Office of Ethics & Compliance (OEC). Any activity that involves decision making or advisory services, or that is linked to a role within a supervisory body for an SAP customer, partner, or supplier is discouraged and is reviewed with scrutiny by the OEC. If the OEC grants approval, your additional role must not affect your loyalty to SAP. You must excuse yourself from voting in decisions that directly or indirectly result or could result in an actual or perceived conflict of interest in terms of your loyalty or preferential treatment towards SAP. If the company becomes a competitor and its status or relationship with SAP changes, you must immediately resign from the position.

Positions with a competitor

You are prohibited from joining the board of directors or holding a position as a corporate officer or an advisor within a competitor of SAP because this directly harms SAP's interests. This also applies to any company that promotes or markets products and services for a competitor of SAP. The OEC determines who or what is classified as a competitor in alignment with other relevant functions.

Positions with a customer, partner, or supplier

Regardless of your position at SAP, you must obtain prior written approval from your manager and the OEC before accepting a board of directors, corporate officer, or advisory position with a customer, partner, or supplier of SAP. The OEC determines whether the activity is within SAP's interests.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.4 PERSONAL RELATIONSHIPS

It is generally accepted that your family and close personal contacts (for example, good friends) can work for SAP, our customers, partners, suppliers, and competitors. Be aware, however, that such circumstances can lead to personal conflicts of interest.

Personal relationships that might affect the interests of SAP and its employees

Your family and close personal contacts may be employed by SAP if there is no actual, possible, or perceived conflict of interest. For that reason, we adhere to the following:

- Neither direct nor indirect disciplinary reporting lines between family members or close personal contacts are permitted. If such a situation arises, one party may be required to change jobs within SAP.
- Family members and close personal contacts must not participate in business or employment decisions that may benefit or damage the other employee. This includes hiring, evaluations, promotions, compensation, work assignments, and disciplinary actions, for example.

Report to HR and the Office of Ethics & Compliance (OEC) any situations that affect you and that could be perceived as a personal conflict of interest so that appropriate steps can be taken to protect you, SAP, and the employees involved.

Disclose to HR and the OEC any situations that affect you where there is a family relation, life partnership, or close personal connection between you and a senior leader (that is, for the purposes of the Code, a T4-level people manager or above) to avoid even the appearance of preferential or disadvantageous treatment.

Personal relationships with customers, partners, suppliers, and competitors

If your family and close personal contacts work, or seek to work, for a customer, partner, supplier, or competitor of SAP, you must make certain that these relationships do not exert any undue influence. In particular, you must not share confidential information or allow them to impact your objectivity in the decision-making process.

Occasionally, it may happen that you will interact with family members or close personal contacts who work for an SAP customer, partner, or supplier. This collaboration can occur, for example, during sales negotiations, consulting projects, and procurement. This is a conflict of interest for you, your family member, and your close personal contact at the customer, partner, or supplier. Many of these third parties include a conflict-of-interest clause in their contracts, and you are obliged to notify them of any potential conflict of interest. It is therefore mandatory for you to disclose such relationships immediately to your manager and to the OEC.
You must also never use your influence to secure a job at an SAP customer, partner, or supplier for a family member or close personal contact, regardless of how the person became aware of the position. The required recruitment procedures of the SAP customer, partner, or supplier must be followed.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.3.5 FINANCIAL INVESTMENT IN OTHER COMPANIES

You must not have any financial interest in the businesses of customers, partners, suppliers, or competitors of SAP, where this could lead to a conflict of interest with SAP or create the appearance of such a conflict. A conflict of interest relating to a financial interest is present especially if:

- Within the context of your employment at SAP, you have influence on SAP-related decisions regarding a customer, partner, supplier, or competitor that could potentially be used for personal financial gain.
- You have a capital stake in an SAP customer, partner, supplier, or competitor that gives you influence on decisions made at the customer, partner, supplier, or competitor and that you potentially could use to gain a financial advantage.



We expect that you are loyal to our company and act in the interest of SAP.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



4.4 Protection of SAP Assets

We all use various tangible and intangible SAP assets to help us perform our work. These assets are vital to support SAP business both internally and externally, and as such, you need to look after them and manage them appropriately. You must commit to guard against waste, abuse, or attacks on these assets and use them only for the purpose for which they were purchased in our business environment. Once assets are obsolete or no longer required, you must return the assets to SAP.

Always keep in mind that the assets belong to SAP and were purchased for business purposes.

Before ordering goods and services, make sure you have the necessary spending authority. You must order goods or services on behalf of SAP only for business purposes and to fulfill your work requirements. SAP does not permit ordering for private use or for use by family and close personal contacts.

If in doubt, contact the Global Security, Global IT Asset Management, or Global Procurement teams.

MORE INFORMATION

SAP Security Policy

SAP Global IT Asset Management Policy

SAP Global Procurement Policy

4.5 Internal Gift Giving

Giving a gift is a nice way to express appreciation and thanks to a person or group. However, gifts between colleagues or teams are considered private matters, and in general, you should not expect to be reimbursed. Exceptions are possible only for limited defined scenarios and with the approval of your manager and the Market Unit Chief Financial Officer (CFO).

MORE INFORMATION

Global Guidance on Internal Gift Giving

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5 ENSURING TRUST IN OUR BUSINESS

We Follow the Law and Regulations

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



At SAP, we all have a personal responsibility to uphold and ensure the letter and spirit of our Code in our individual roles every day. It is important that we are aware of, and never intentionally violate, relevant laws and regulations. Violating relevant laws, regulations, or this Code, or encouraging others to do so, exposes SAP to risk, including risk to our reputation, and there-fore may result in disciplinary action up to and including termination of employment.

Violations of laws or regulations may also result in legal proceedings and penalties including, in some circumstances, civil and criminal penalties that could affect us personally and professionally in addition to a risk of adverse consequences to SAP.

We all have a personal responsibility to uphold and ensure the letter and spirit of our Code.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.1 Fraud

Our commitment to honesty and integrity demands that we prevent, counter, and investigate fraud wherever it occurs. Fraud can have a devastating effect on our company and our environment by destroying trust, resulting in significant financial loss and other long-term business repercussions. Fraud is misrepresenting or concealing the truth to cause a loss of property or money to another person or SAP. This may include, for example, theft of materials or supplies, falsifying expense claims, or improper reporting of financial transactions and resource allocation.

We expect you, as well as our partners, suppliers, and customers, to report immediately any instances of fraud, either suspected or actual, to the Office of Ethics & Compliance (OEC) or through other channels, such as Speak Out at SAP. This helps us to prevent losses and to reduce fraud in the future.

5.2 Organizational Conflicts of Interest

Organizational Conflicts of Interest ("OCI") can arise when existing SAP relationships create an actual or potential conflict of interest for SAP on a government contract. It also can arise when the nature of the work to be performed by SAP creates a situation of actual or potential conflict of interest relating to another government contract that SAP has or is pursuing.

SAP may have access to a competitor's cost or other proprietary information if that competitor is a subcontractor on a government contract, which could provide an unfair competitive advantage when competing on another government contract.

If SAP participates in a government procurement process that may give rise to an actual or potential OCI, you must consult both SAP Global Government Affairs and the Office of Ethics & Compliance (OEC) for advance review and approval of the bid. Although an OCI may exist, participation in procurement is possible if the government contracting officer agrees that sufficient actions are undertaken to



avoid, neutralize, or mitigate the actual or potential OCI, and that has been properly documented. If you are concerned that a potential OCI may exist, you must report this concern to the OEC.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.3 Bribery and Corruption

We Win the Right Way!
We have zero tolerance for all forms of bribery and corruption. We will forgo business opportunities rather than pay bribes or facilitate corruption.

This approach is fully supported by the SAP Executive Board and the senior leadership team.

5.3.1 GENERAL INFORMATION AND PROVISIONS

We observe all applicable anticorruption treaties and laws of the countries in which we do business.

Giving and receiving benefits (including money, gifts, meals, and invitations to events) can help to build good working relationships and goodwill among companies and individuals. However, they may also be perceived as an improper advantage and raise concerns regarding our integrity and independence. They can also create a conflict of interest (or the appearance of impropriety) and even violate laws.

This means that you may not offer, promise, receive, or give anything of value to improperly influence decision making or an action. This requirement applies not only to every one of us at SAP but also to individuals and companies working with or on behalf of SAP, including those with close personal connections to the recipient.

The offering and acceptance of any benefits must meet the following **basic principles**:

- Serve a legitimate business purpose (that is, encourage or improve a business relationship) without the intention of an unfair advantage
- Observe the applicable Value Limits for country, format, and specific target group as published on SAP One
- Ensure adherence to all applicable laws and internal policies
- Be made in a transparent manner

Bribery may take many forms under the guise of common business or social practices. If you suspect potential bribery, you must respond in an appropriate manner as set forth in this Code. If in doubt, consult the Office of Ethics & Compliance (OEC).

We work closely with our ecosystem to achieve our goal of making the world run better. However, third parties can increase our risks particularly regarding corruption and bribery. To avoid any illegal act, all business transactions through a member of our ecosystem must be in full compliance with all applicable laws, rules, regulations, and policies. We depend on reputable business partners that behave fairly, ethically, and correctly in all business activities.

MORE INFORMATION

Value Limits

SAP Supplier Code of Conduct

SAP Partner Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.3.2 MEALS AND INVITATIONS TO EVENTS

You may offer or accept meals and invitations to events, provided they meet the above-mentioned basic principles.

When you offer meals and invitations to third parties, you must adhere to the policies for business events and hospitality.

The event type (on-site or virtual, business, or hospitality); the invited guests (government officials, special guests, and accompanying persons); and timing (parties in a competitive bid or sales cycle) influence whether the meal or invitation is allowed.

MORE INFORMATION

SAP Global Business and Hospitality Event Policy

SAP Virtual Event Standard

SAP Global Policy on Interactions with Government Officials

Value Limits

5.3.3 GIFTS

In general, you may offer or accept gifts and gifts in kind to or from current or prospective customers, suppliers, competitors, or partners if the above-mentioned basic principles are met and exclusions below are followed.

No gifts may be offered or accepted with a value higher than that identified in the Value Limits published on SAP One.

Gifts to government officials or public sector employees are strictly prohibited, as are gifts to customers during a competitive sales cycle.

In some contexts, and in some countries in a business relationship, it is customary to exchange gifts of higher value. In these cases, you may accept these gifts in the name of SAP but immediately hand them over to the Office of Ethics & Compliance (OEC) to be used for the wider benefit of SAP employees or as a donation to a good cause. You may not personally keep these gifts.

MORE INFORMATION

SAP Global Policy on Interactions with Government Officials

Value Limits



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5.3.4 FACILITATION PAYMENTS AND CASH OR CASH EQUIVALENTS

The offer or acceptance of cash or cash equivalents (for example gift cards, vouchers, checks, or gift certificates) is not permitted.

Facilitation or "grease" payments are also prohibited.

5.3.5 CORPORATE SPONSORSHIPS, MEMBERSHIPS, AND DONATIONS

SAP may occasionally engage in sponsorship activities with other organizations to support our purpose and in return for legitimate commercial benefits such as branding rights and hospitality. We also make donations to support charitable causes.

As a large and diverse global company, we are a member of many trade associations, coalitions, and professional societies that represent the interests of the technology industry and the broader business community. We also advocate on public policy issues of importance to SAP and the communities we serve.

We never engage in sponsorship activities, make donations, or use memberships for improper purposes to influence a business decision or those actions that are contrary to applicable laws, regulations, and our policies. The engagement in all three of these activities requires approval through the official process, up to and including approval by the Office of Ethics & Compliance (OEC).

To avoid even the appearance of inappropriate influence, we reject sponsorship activities with, or donation requests from customers and their families and close personal contacts during a competitive sales cycle.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.4 Artificial Intelligence

SAP believes that artificial intelligence (AI) has the potential to unlock boundless potential for businesses, governments, and society. As with similar innovations or technological advancements, AI also has the potential to create economic, political, and social challenges, depending upon how it is used and implemented.

We are committed to comply with all legislation in this regard. We are also committed to the ethical development, deployment, and sale of SAP developed AI systems. Our Global AI Policy defines a group-wide minimum standard for the development, deployment and sale or use of SAP AI applications and solutions, including assignment of clear responsibilities within SAP.

The policy is based on the SAP Guiding Principles for Artificial Intelligence:

- We are driven by our values.
- We design for people.
- We enable business beyond bias.
- We strive for transparency and integrity in all that we do.
- We uphold quality and safety standards.
- We place data protection and privacy at our core.
- We engage with the wider societal challenges of AI.

MORE INFORMATION

SAP Global Artificial Intelligence (AI) Policy

SAP Guiding Principles for Artificial Intelligence

SAP Global Human Rights Commitment Statement



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.5 Intellectual Property, Confidential Information, and Personal Data and Privacy Rights

SAP is a trusted leader in driving business transformation and value through technology innovation. We are all responsible for protecting the intellectual property, confidentiality, integrity, and availability of confidential, personal, and proprietary information and data, no matter if it belongs to SAP, us as employees, or others. We must ensure that personal data is processed according to data protection and privacy rules and regulations worldwide. The respective experts at Global Legal, especially the Cyber, Litigation, and IP teams; Global Security; and Global Data Protection & Privacy are at hand to guide us in this endeavor.

5.5.1 INTELLECTUAL PROPERTY

SAP intellectual property (IP) is one of our most valuable assets. This includes confidential information, patents, copyrights, trademarks, and trade secrets. Therefore, it is vital that you take appropriate steps to protect SAP IP. It is also important that you respect the IP rights of third parties, including our competitors, and avoid unauthorized use.

MORE INFORMATION

Global IP Policy

5.5.2 CONFIDENTIAL INFORMATION

The exchange of information is a vital part of every business. Before sharing any SAP information, you need to evaluate the appropriate classification. It is appropriate to share publicly available information about SAP. For exchange of all other information, either by SAP or a third party, we require a nondisclosure agreement (NDA) or other appropriate agreement.

You should also avoid being exposed to confidential information of third parties in the course of your business unless necessary.

MORE INFORMATION

SAP Global Nondisclosure Agreement/ Confidentiality Policy

SAP Security Policy Framework

5.5.3 PROTECTION OF PERSONAL DATA AND PRIVACY RIGHTS

SAP is committed to and strives to protect the rights of individuals, particularly the right to data protection and privacy, strengthening our reputation as a sustainable and trustworthy partner in the market. We have implemented safeguards to help protect the fundamental rights of everyone whose data is processed by SAP, whether they are customers, suppliers, partners, prospects, employees, or applicants. Therefore, all of us must respect applicable data protection and privacy rights when processing personal data during our daily work.

You are responsible for ensuring that all practices involving the processing of personal data within the course of your work comply with applicable laws and internal regulations. You are required to handle all personal data that could be accessed within the scope or your role with strict confidentiality, and not to use this data without authorization. Processing means any operation that is performed on personal data, whether or not by automated means. This includes collecting, recording, organizing, structuring, storing, adapting or altering, using, disclosing by transmission or dissemination, or otherwise making available, in alignment or combination, restriction, erasure, or destruction.

MORE INFORMATION

SAP Data Protection and Privacy Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.6 Insider Trading and Inside Information



In numerous jurisdictions, publicly traded financial instruments such as shares and bonds, and their derivatives, are subject to strict statutory rules. These regulations prohibit the unlawful disclosure of inside information and its use in trading.

You must ensure that when trading in publicly traded financial instruments of SAP SE or SAP-listed subsidiaries, customers, suppliers, competitors, or partners, you do not do so based on inside information, and you must not unlawfully disclose inside information.

Except in circumstances where the prohibition of insider dealing applies, you may decide at your personal discretion whether to dispose of or acquire SAP SE or an SAP subsidiary's shares or bonds or their derivatives. However, to avoid any implication that you are involved in insider trading, the SAP Executive Board urgently appeals to all of us not to trade in SAP SE or SAP subsidiary's shares or bonds or their derivatives during the official blackout periods. You are asked to comply with this (legally nonbinding) appeal. Deviations from this guideline should be made only in emergencies, for example, where an employee has a sudden unexpected cash requirement. Cases of doubt should be discussed with the SAP SE Capital Market Compliance team beforehand.

If you have questions in this regard, especially about capital market or insider law or the blackout period, contact the SAP SE Capital Market Compliance team.

MORE INFORMATION

SAP Global Insider Regulations Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



5.7 Financial Statements, Disclosures, and Internal Accounting Controls

Accurate, complete, and reliable records are crucial to our business to avoid reputational and/or financial damages. We are committed to maintain accurate company records and accounts to ensure compliance with applicable legislations, tax rules, ethical business practices, and to prevent fraudulent activities. We are responsible to ensure that the information we record, process, and analyze is accurate and is recorded in accordance with applicable legal or accounting principles, applying SAP's policies and guidelines. Internal controls need to be in place.

All parties involved need to ensure that these records are made secure and readily available to those with a need to know the information on a timely basis to fulfill internal and external requirements. All company records must be complete, accurate, and reliable in all material respects. There is never a reason to make false or misleading entries. Undisclosed or unrecorded funds, payments, or receipts are inconsistent with our business practices and are prohibited.

Corporate Financial Reporting is at hand for comprehensive guidance.

MORE INFORMATION

SAP Group Accounting Guidelines

SAP Global Revenue Recognition Guideline

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.8 Export Controls and Trade Sanctions

Export control laws regulate exports, re-exports, and in-country transfers of items (including software) that have both military and commercial application. These laws are intended to address national security and other concerns, for example, potential to influence the behavior of a target nation, company, or person. Deliveries of SAP software and services are within the scope of these regulations regardless of how they are delivered.

Trade sanctions impose restrictions on certain countries, regions, entities, or individuals for various economic, diplomatic, and national security reasons. The scope of trade sanctions can range from comprehensive prohibition to do business to specific economic and financial measures. Because of the risk associated with these trade sanctions and as a matter of corporate policy, SAP products and services are not available in certain countries and regions. Furthermore, SAP products and services cannot be sold to entities and individuals with whom transactions are prohibited in accordance with any applicable sanctioned party lists.



Therefore, we follow such laws and regulations, including without limitation the laws of Germany, the European Union, the United States, and applicable local regulations and obligations as stated in applicable documents, which can be found on the Export Control SharePoint.

For questions or concerns, contact the Export Control Legal team.

MORE INFORMATION

SAP Global Export and Sanctions Compliance Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

5.9 Anti-Money Laundering and Commitment to Combating the Financing of Terrorism

Money laundering and financing of terrorism are global issues with far-reaching and serious consequences.

Money laundering is the process of converting illegal proceeds so that funds are made to appear legitimate. Very often, this is attempted through cash transactions, as the payer is harder to identify in these cases. For this reason, SAP does not accept cash transactions of €10,000 and above. However, money laundering is not limited to cash transactions. Complex commercial transactions may hide financing for criminal activity such as terrorism, illegal narcotics trade, bribery, and fraud. Involvement in such transactions undermines our integrity, damages our reputation, and can expose SAP and all of us to severe sanctions.



SAP forbids knowing engagement in transactions that facilitate money laundering and financing of terrorism. We take affirmative steps to detect and prevent unacceptable or illegal forms of payment and financial transactions. Anti-money laundering laws of many countries and international organizations require transparency of payments and the identity of all parties to transactions. We observe all applicable anti-money laundering and combating terrorist financing laws of the countries in which we do business. We will conduct business only with reputable customers and business partners involved in legitimate business activities and transactions.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6 ENSURING TRUST WITH OUR ECOSYSTEM

We Commit to Our Ecosystem

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.1 Business Relationships with Organizations

We do not maintain business relationships with organizations that are themselves, or are supporters of, antisocial forces, terrorists, or criminal groups.



6.2 Contractual Changes and Unauthorized Commitments

Transparency in business relationships is crucial to the success of SAP. Our business partners and investors expect us to operate in a fair and transparent manner. To further our goal of transparency, we must make sure that commitments to our business partners are accurate, truthful, appropriately approved in advance, and ultimately incorporated into written agreements that cover the full understanding of all involved parties. All parties should be aware of the entire understanding of our agreements.

You must not agree to any changes, qualifications, or amendments to SAP contracts or general terms and conditions, whether by supplementary agreement, side letter, or otherwise, without proper approval. Also, any other unauthorized commitments are strictly prohibited.

Any of these actions made without proper oversight or internal controls could lead to accounting and financial errors and irregularities and could expose SAP to potentially fraudulent activities.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6.3 Reciprocity Deals

We must ensure that we do not enter reciprocity deals in which SAP accepts goods and services from another company only on the condition that the other company obtains SAP products or services in exchange.

6.4 Conduct with Customers

6.4.1 BOYCOTTS

An agreement with a customer, supplier, competitor, or partner of SAP not to conduct business with, or to not deliver goods or provide services to any other customer, supplier, competitor, partner, or service provider, is unlawful. Therefore, you must be extremely careful if you discuss with one of our suppliers the competitive terms of another supplier. Discussions of this sort raise suspicion of an unlawful understanding. A unilateral decision not to sell to a particular customer can become a problem if SAP has such a strong position in the market concerned that the customer is dependent on its contractual relationship with us.

6.4.2 EXCLUSIVE CONTRACTS

You must not ask customers to buy products and services exclusively from us as SAP or to refrain from buying the products of a competitor if this would impact competition in the market.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.5 Conduct with Suppliers

6.5.1 GENERAL

Guided by the Global Procurement organization, we must govern our conduct with suppliers by sound judgment and absolute integrity. The most important consideration is the upholding of SAP's interests.

We must ensure that SAP's suppliers comply with the legal requirements in the country of manufacture and country of sale.



Accordingly, you must not coerce any supplier to buy SAP products in return for SAP's purchase of that supplier's goods or services. Naturally, however, you may seek to sell products to our suppliers as you do to any other customer.

Relationships with our suppliers often include access to trade secrets and suppliers' know-how. In that regard, you must exercise the utmost care and ensure compliance with the Code. Do not pass on information concerning a supplier's problems or shortcomings to any other supplier or partner or any other person outside of SAP.

6.5.2 BIDS, ESTIMATES, AND PROOF OF SERVICES AND GOODS

We must ensure that all qualified suppliers are fully and equally notified of SAP's technical and commercial bid requirements. The same applies to any details, changes, and additions to these requirements subsequently provided.

SAP considers the awarding of any contract based on the long-term cost to SAP, including the costs associated with defective goods and services, as well as the value of the long-term business relationship with SAP suppliers.

Before approving invoices for goods or services, ensure that you have verified that those goods or services have been provided.

6.5.3 EXTERNAL CONSULTANTS

When engaging external consultants, you must ensure that:

- Commission and consulting contracts are always concluded in writing
- Payments are made only for activities that are usually remunerated and are lawful

MORE INFORMATION

SAP Global Procurement Policy

SAP Supplier Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6.6 Conduct with Competitors

6.6.1 GENERAL

One of the most serious infringements of the provisions of competition law is the existence of an understanding between competitors. Agreements and understandings amongst competitors about pricing, conditions of sale, volume of production, or the sharing of markets are strictly unlawful. You must not participate in agreements or understandings of this nature. The Field Legal team can provide detailed guidance in your day-to-day business.



6.6.2 PRICE FIXING AMONG COMPETITORS

All forms of price fixing among competitors are forbidden. This ban also includes all agreements and understandings that only indirectly affect prices or other conditions of sale, such as discounts. You must not participate in setting maximum and minimum prices or exchanging information about future pricing models with competitors. In individual cases, it may be necessary – as part of a reseller agreement – to provide information to the resale partner, who may also be a competitor, about the future pricing model so that internal licensing payments can be adjusted. You must not convey such information without first checking with the Global Legal team on the implications under competition law.

6.6.3 COMPETITIVE RESTRICTIONS

Joint ventures, collaboration agreements, and mergers among competitors can affect free competition. In many cases, they require official approval. Often their legality also must be checked in multiple systems of law because they can have consequences in other countries. Therefore, you must ensure that the Global Legal team checks the legality of such plans as early as possible and, in any case, before they are implemented.

Contact with competitors

You must not discuss internal matters with competitors. This includes matters such as pricing and conditions of sale, costs, overviews of the market, organizational processes, or other confidential information, from which competitors could draw competitive advantage over SAP.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Obtaining competitor information
We at SAP have a legitimate interest in obtaining information about competitors and evaluating all published information about its competing companies (for example, publications about products and pricing). However, you must not seek to obtain trade secrets or other confidential or secret information about a competitor using dishonest means.

You must not accept, read, or use information about products and plans of competitors that is identified or identifiable as confidential information unless you are authorized by the competitor to do so.

SAP receives a net benefit from competitive information only when it is obtained lawfully and ethically. Therefore, we seek to avoid exposure to competitive information that is confidential, is otherwise restricted, or has no legitimate source. Actual or alleged infringement or misappropriation of competitors' confidential information or intellectual property rights may lead to litigation, which, in turn, can result in monetary loss and the inability to provide certain products or services to our customers. In addition, actual or alleged infringement or misappropriation may also damage SAP's reputation as a trustworthy business partner.

Accordingly, you may gather and use nonconfidential information about competitors, including information that can be found on competitors' Web sites.

You always must keep in mind that we are legally prohibited from:
- Collecting confidential competitive information
- Making untrue statements about competitors
- Gathering competitive information in breach of a contract
- Misrepresenting the relationship to SAP to obtain competitive information
- Violating the copyrights of a competitor
- Hiring third parties to engage in such practices



© 2020 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



6.7 Conduct with Partners

Partners are very important to our company. Our partners serve as our ambassadors and support our varied business interests. That is why we must trust our partners, be loyal, and treat every partner with equality and equity. Presenting a consistent and aligned message is in the best interest of SAP and our partners.

You must present our partners with equal opportunities, always be objective, and provide transparency. Ensure that you treat them without bias or unjust preference. For example, you must be equitable when handling competing bids from several partners for the same customer. For you to ensure the best experience for our customers, every opportunity requires trustworthy collaboration with our partners, thereby creating a productive environment to deliver a successful multichannel go-to-market approach.

If a partner is also a customer, supplier, or competitor of SAP, you must also observe this Code's rules concerning customers, suppliers, and competitors. For any questions related to conduct with partners, contact the Partner Ecosystem Success organization.

MORE INFORMATION

SAP Partner Code of Conduct

SAP Global Channel Operations & Governance Policy

SAP Global Channel Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



7 ENSURING TRUST BY SOCIETY

We Help the World Run Better and Improve People's Lives

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166



Our purpose to help the world run better and improve people's lives is the guiding principle for our business strategy. As a global leader, we stand for this higher purpose beyond economic success. We believe social, environmental, and economic activities and performance are interrelated – each impacting the others. Our efforts focus on creating a sustainable future for SAP, our customers, and society in line with our commitment to the United Nations Global Compact and the United Nations Sustainable Development Goals (SDGs).

Our purpose is to help the world run better and improve people's lives.

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.1 Communication

We must ensure that we communicate clearly, effectively, and responsibly. It safeguards a high standard of dissemination of information concerning SAP's business activities, strategy, or other company affairs and ensures that we act in accordance with applicable laws and regulations at all times.

Only employees who are expressly authorized to communicate on behalf of SAP may engage with members of the media, industry analysts, government representatives, or other influencers. SAP-related contact with these audiences must be coordinated and authorized by SAP Global Communications. Any contact with the financial community must be coordinated and authorized by SAP Investor Relations.

We encourage communication among employees, customers, partners, and others. Be polite, honest, and respectful, and always identify yourself and make clear whether you are speaking on behalf of yourself or speaking on behalf of SAP.

Social media enables us to learn from and share information with our stakeholders, as well as communicate with the public about our company.

In addition to following all company policies, a general rule to remember when using social media is to think about the effect of statements that you make. Keep in mind that these transmissions are permanent and easily transferable and can affect our company's reputation and relationships with colleagues, customers, partners, and others.

Your employment postings on Web sites and social media platforms may include the fact that you work for SAP, your job title, a high-level job description, and your general office location. However, no specific project or initiative details or proprietary software information or names should be included.

Do not disclose internal, confidential, or proprietary information about our business, our suppliers, our partners, or our customers. Review the social media guidelines before posting any material.

SAP Marketing and SAP Global Communications, in collaboration with Global Legal counterparts, provides guidelines to help you when communicating about SAP to ensure that statements about our company, products, customers, and partners are truthful and defensible.

MORE INFORMATION

SAP Communications Policy



© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.2 Human Rights



We respect, support, and promote human rights throughout our own business activities as well as along our value chain. Human rights refer to basic rights and freedoms that belong to every person. These are recognized in the International Bill of Human Rights and the International Labor Organization Declaration on Fundamental Principles and Rights at Work, such as the prohibition of forced labor, modern slavery, and human trafficking.

We take guidance from the United Nations' Guiding Principles on Business and Human Rights to integrate human rights considerations into our standard business practices. We maintain a range of policies and procedures designed to ensure that we treat everyone with respect and to include actions to mitigate the risk of forced labor, modern slavery, human trafficking, or other salient human rights risks occurring in our own business or along the value chain.

You are required to comply with all applicable laws, regulations, company policies, and fundamental principles relating to human rights. We also expect our business partners to share our commitment to the advancement of human rights and to avoid complicity in human rights abuses.

We encourage you to raise any questions or concerns relating to human rights and ask you to report potential breaches through the various reporting channels available.

MORE INFORMATION

SAP Global Human Rights Commitment Statement

SAP Partner Code of Conduct

SAP Supplier Code of Conduct

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.3 Corporate Social Responsibility

The SAP Corporate Social Responsibility (SAP CSR) team is responsible for setting and executing SAP's CSR strategy focused on bringing to life our purpose through strategic partnerships and programs that deliver sustainable social impact and long-term business value. In this function, the team is fully responsible for managing all corporate giving (such as charitable donations) and oversees all volunteerism.

You must not make funding commitments to potential recipients, such as the promise of a donation, before receiving approval through the official SAP CSR process.

MORE INFORMATION

SAP Global Corporate Social Responsibility Policy

7.4 Commitment to Improving Our Environmental Performance

Sustainability is an integral part of our purpose to help the world run better and improve people's lives. We strive to be a role model of a sustainable company and enable our customers to create positive social, environmental, and economic impact within planetary boundaries. Led by our Sustainability organization, we continually improve and invest in SAP's environmental performance, enabling transparency and protecting our planet. Therefore, we conduct business in an environmentally responsible manner and comply with relevant environmental laws, regulations, and standards.

We commit to reducing negative environmental impacts and preventing pollution by reducing resource and water consumption, carbon emissions, energy, and waste, including electronic waste, among others. To do so, we provide the necessary resources and information to efficiently manage our environmental performance and achieve our objectives. The environmental objectives and the impact of our operations and solutions are analyzed, managed, and reported throughout their lifecycle.



We are all responsible in the course of our business to keep environmental protection in mind and integrate sustainable practices that support SAP's sustainability goals. We can achieve this through sustainable product design and development, efficient use of resources, or other activities and behaviors that reduce our environmental footprint.

MORE INFORMATION

SAP Global Environmental Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

7.5 Political Activities

Society is partly determined and shaped by politics and the political activity of its citizens.

7.5.1 PERSONAL POLITICAL ACTIVITY, CONTRIBUTIONS, AND COMMUNICATION

SAP is proud that we are socially engaged and that we participate in the political process.

Your political engagement should take place outside of your working hours. Although individuals may make political contributions, these are not reimbursed by SAP. SAP does not make direct contributions for political purposes to political parties, politicians, or political organizations other than through event sponsorships and related marketing as allowed by law and specifically approved by SAP Global Government Affairs and the Office of Ethics & Compliance (OEC).

If you are engaged in political activities, make sure that this reflects your own personal view and do not give the impression that any of these activities are connected to SAP.

7.5.2 LOBBYING

Policymaking and legislation have a significant impact on our business. We are committed to engaging appropriately in the public policy process as an important means of enhancing shareholder value, a fundamental principle for free and democratic societies.

SAP engages with governments around the world on public policy issues that are core to our business. Lobbying is an appropriate way for us to educate policymakers about the legitimate interests of SAP and to participate in political decision-making processes. We believe that by sharing our expertise and communicating our position on certain topics, we contribute responsibly to policymaking, but these communications must be conducted and reported in compliance with all applicable laws.

It is our policy to comply with the lobbying laws and restrictions of every jurisdiction where we conduct business, and to be as transparent as possible in lobbying activities and the engagement of lobbyists. As the regulation of lobbying activity varies widely across jurisdictions, a detailed knowledge of the legal requirements is needed. Lobbying activities are therefore solely managed by SAP Global Government Affairs.

7.5.3 MEMBERSHIPS IN PROFESSIONAL OR POLITICAL ORGANIZATIONS

In principle, we believe that memberships in professional organizations are worth supporting, as amongst other things, they provide us with the ability to take part in shaping and developing standards and best practices of the profession. However, we as SAP act very cautiously in our political activities. If SAP pays for your membership in a group that has political affiliation or appears to be associated with it, you must align with SAP Global Government Affairs before becoming a member. Of course, you may become a private member in such organization at any time. However, SAP does not reimburse any costs or expenses

For information on corporate memberships, see the "Corporate Sponsorships, Memberships, and Donations" section of this Code.

MORE INFORMATION

SAP Global Policy on Interactions with Government Officials

SAP Communications Policy

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Follow us



www.sap.com/contactsap

Studio SAP | 77965enUS (22/01)

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies.

See www.sap.com/trademark for additional trademark information and notices.

THE BEST RUN SAP

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

PREAMBLE

In the course of your employment with SAP, you have committed yourself per your employment contract to treat confidential any confidential information to which you are being granted with access or otherwise gain knowledge of in the course of your employment.

Applicable statutory requirements have made it necessary to adapt this confidentiality agreement.

The following Confidentiality Declaration accommodates these applicable requirements. By signing this declaration, it will become part of your employment contract with SAP and thereby replace any former general, that means not project- related, agreements between you and SAP with regard to this topic.

CONFIDENTIALITY DECLARATION

In consideration of my employment within the SAP Group (SAP SE and its affiliates – hereinafter "SAP") and disclosure by my employer or SAP of Confidential Information, I acknowledge the obligation to commit myself to confidentiality and hereby covenant and agree as follows:

1 CONFIDENTIALITY

1.1 The disclosure of Confidential Information is prohibited. The prohibition shall not apply if exempted as set out below by this employee Data Protection and Confidentiality Statement (hereinafter referred to as the "Statement").

1.2 For purpose of this Statement, Confidential Information shall mean any information which SAP protects against unrestricted disclosure to other parties (whether orally, in writing or any other tangible form) and information to which I obtain knowledge during the course of my activities for SAP where the confidentiality results from the nature of the information or its circumstances. Consequently, Confidential Information shall mean any data that is identified as "Confidential" or "Proprietary" or which would otherwise ordinarily be expected to be confidential or proprietary, including but not limited to:

a) Technical information concerning products and services owned and/or distributed by my employer and/or SAP, including product know-how, methods, processes, formulas, designs, devices, diagrams, software code, test results, inventions, research projects and product development, technical memoranda and correspondence;

b) Information concerning trade- and business secrets of my employer and/or SAP, including cost information, profits, sales information, accounting and unpublished financial information, business plans and -strategies, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;

c) Information concerning employees of my employer and/or SAP, including salaries, strengths, weaknesses and skills;

d) Information of my employer and/or SAP, or any of SAP's customers, partners, suppliers, employees, consultants, co-venture partners or investment companies submitted for study, evaluation or use; or any other information not generally known to the public which, if illegitimately used or disclosed, could reasonably be expected to adversely affect the business of my employer or SAP;

e) any information that is protected by laws and regulations against unlawful use or disclosure (e.g. bank secrecy and telecommunication secrecy).

1.3 Information shall not be regarded as Confidential Information which:

a) had already been public knowledge prior to such information was disclosed to me;

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

b) was in my possession, known to or independently established by me, without an obligation to keep it confidential, before such information was disclosed to me by my employer and/or SAP or contractors of my employer or SAP;

c) is or becomes public knowledge after such information was disclosed to me through no fault of mine, or

d) is or becomes lawfully available to me from a source other than SAP which is not bound to a non-disclosure agreement by my employer and/or SAP.

It shall not constitute a breach of confidentiality if I must disclose Confidential Information in respect of a legal obligation to testify before a court or an administrative authority.

1.4 I shall keep all Confidential Information confidential and I shall not disclose any Confidential Information to any person other than authorized by SAP on a need to know basis and only for the purpose of fulfilling my duties for SAP. I undertake to disclose Confidential Information to third parties only with prior approval by SAP.

1.5 Should I become subject to a demand for discovery or disclosure of Confidential Information under legal process, I shall give SAP prompt notice of the demand prior to furnishing the Confidential Information demanded (unless otherwise prohibited by applicable law). I shall obtain or cooperate with SAP, at the expense of SAP, in seeking reasonable arrangements to protect the confidential and proprietary nature of the Confidential Information.

1.6 I am obliged to adhere to any applicable SAP Policy aiming to protect Confidential Information, including but not limited to SAP's Security Policy, Data Protection and Privacy Policy and the related standards, or any amendment or new version thereof.

2 DATA PROTECTION

2.1 I am obliged to observe confidentiality regarding personal data that I may have access to or otherwise gain knowledge of in the course of my employment, and to process and use them only as instructed by my employer for business functional purposes only (i.e. “Confidentiality” as set forth in Art. 5 para 1 lit. f, Art. 28 para 3 lit. b, Art. 29 and Art. 32 para 4 General Data Protection Regulation - GDPR).

2.2 I am prohibited from processing personal data without authorization. Processing comprises the collection, retrieval, recording, organization, structuring, storage, adaptation or alteration, consultation, use, the disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data. Accordingly, I’m obliged to

- process personal data for no other purpose than the ones to legitimately fulfill my official business function,
- to obey any legal and internal rules with reference to the treatment and protection of personal data, including all technical and organizational measures to protect the security of the processing and to avoid the destruction, loss, alteration, unlawful disclosure or unauthorized access,
- use personal data I am entrusted with only to the extent necessary to fulfill my respective tasks or duties.

2.3 This obligation applies to any personal data I may get in contact with during my employment, irrespective of whether it relates to SAP customers, partners, consultants, employees or other third parties.

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

3 PROFESSIONAL SECRETS

3.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information of customers whose profession, due to relevant national laws, imposes a professional secrecy obligation upon them, and who are therefore subject to exceptional confidentiality. These may include physicians, lawyers, statutory auditors, tax advisors as well as hospitals, private health-, accident- or life-insurances or pharmacies.

3.2 When engaging service providers that will contribute in their professional services, such customers with a professional secrecy obligation must obey additional binding legal requirements aside from regular data protection obligations, which may derive from national professional- or penal law. One of these requirements is that service providers and their staff must be sworn to secrecy in a particular manner.

3.3 I acknowledge that, for legal reasons, I may be regarded as a person that contributes to the professional services of someone who bears a professional secrecy obligation, if and to the extent I will be granted with access to customer data which fall within the scope of such national professional- or penal laws ("Professional Secrets"). I have been informed and I am aware that

- relevant national law may make it an offense for a person to unlawfully disclose another's Professional Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 203 para 4 sent. 1 German Penal Code or in France Article 226-13 French Code Penal),
- I may claim a right to refuse to give evidence towards state or government institutions with regard to Professional Secrets and that I am obliged to exercise this right (e.g. towards government institutions in Germany according to sec. 53a of the German code of the criminal procedure).

3.4 I therefore undertake to obtain knowledge of Professional Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

4 TELECOMMUNICATIONS SECRECY

4.1 I acknowledge that during my activities for SAP I may obtain access to or knowledge about information which may fall within the scope of telecommunications secrecy due to relevant national telecommunications law, and who are therefore subject to exceptional confidentiality.

4.2 Telecommunications law may be applicable if SAP commercially provides telecommunications services, and when I may contribute in such telecommunication services and be granted with access to data which fall within the scope of telecommunications services in the course of my employment with SAP.

4.3 The telecommunications secrecy comprises the content of telecommunications and the detailed circumstances thereof, particularly the fact of whether a person is or has been involved in telecommunications traffic. The telecommunications secrecy also covers the detailed circumstances surrounding unsuccessful call attempts (together "Telecommunications Secrets").

4.4 I have been informed and I am aware that relevant national law may make it an offense for a person to unlawfully disclose Telecommunications Secrets that he or she was entrusted with in the course of their employment activity (e.g. in Germany sec. 88 Telecommunications Act or sec. 206 Penal Code, in Austria sec. 119 Penal Code and sec. 4 Telecommunications Act, in Switzerland Art 43 Telecommunications Act).

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

4.5 I therefore undertake to obtain knowledge of Telecommunications Secrets, to which I may be granted with access during my activity, only as much as is necessary to fulfill my contractual obligations under my employment. I undertake to treat these data strictly confidential and to protect them against disclosure by third parties.

5 GENERAL PROVISIONS

5.1 My obligation to confidentiality, data protection and regarding the use of Confidential Information shall remain in force after termination or expiration of my employment and/or my access to Confidential Information.

5.2 This Statement expresses the complete understanding of the parties with respect to safeguarding confidentiality and data protection and supersedes all prior general, that means not project- related, proposals, agreements, statements, representations and understandings. Amendments to this Statement must be in writing in order to be effective.

5.3 The failure to exercise any right provided in this Statement shall not be a waiver of prior or subsequent rights.

5.4 I am aware that any misappropriation of any of the Confidential Information in violation of this Statement or applicable law may cause reputational damages or legal consequences for my employer and/or SAP. I acknowledge that any violation of this Statement may result in disciplinary action up to and including dismissal from employment as well as personal liability. Furthermore, it may lead to an administrative fine or, in case of a violation of applicable data protection-, unfair competition- or penal laws to criminal penalties or imprisonment. The breach of a Professional Secret may result in criminal penalties or, depending on the circumstances of the breach, imprisonment (e.g. in Germany up to a year, and if the breach occurred for money or with the intent to enrich or harm someone, up to 2 years or punitive fine).

5.5 If any term or provision hereof is or may become invalid or unenforceable, the remaining terms and provisions hereof shall be unimpaired and shall remain in full force and effect. The invalid or unenforceable term or provision shall be replaced by a term and provision that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term or provision. If the Statement proved to be incomplete, a provision shall apply which matches the sense and purpose of the Statement and, in case of its consideration, would have been agreed.

FOR THE EMPLOYER Shweta Mohanty Head of Human Resource, India SAP, India	**FOR THE EMPLOYER** Sabish Kovath Bhaskar Manager, Local HR Services India HR Service Centre, SAP, India
NAME	NAME
DATE	DATE
SIGNATURE	SIGNATURE

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

FOR THE EMPLOYEE

Masoom Ali

NAME

09-Jun-2022 | 15:42:09 CEST

DATE

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

SIGNATURE

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Appendix 1: EMPLOYMENT RESTRICTIONS

This Appendix forms part of and is effective as of the date of your employment contract with SAP.

1) NON COMPETITION – EMPLOYER'S COMPETITORS

During your employment and for the Restricted Period after termination of your employment, you will not, without the prior written consent of SAP:

i) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are indirectly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

ii) Accept employment or otherwise be retained by SAP's Business Competitors or otherwise engage in activities that are directly competitive with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

iii) Accept employment or otherwise be directly or indirectly involved with or provide services to any business where the nature of the role is to assist or has the potential to assist the business to operate in competition with SAP's business, products or services (whether actual or anticipated) within the Geographic Area.

2) NON SOLICITATION OF CUSTOMERS AND PROSPECTS:

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not directly or indirectly either for yourself or for any other business or person, solicit, call upon, attempt to solicit or attempt to call upon any of the customers or prospective customers of SAP, and you will not accept any business from such customers or prospective customers of SAP for yourself or for any employer during such period. The said restriction shall apply only within the Geographic Area and for products and services in direct competition with products and services offered by SAP.

3) NON SOLICITATION OF OTHER EMPLOYEES

Except with the prior written consent of SAP, during your employment with SAP and for the Restricted Period, you will not solicit or have any discussions with any employee of SAP concerning employment for any business other than with SAP, and you shall not induce or attempt to influence any employee of SAP to terminate his or her employment with SAP.

4) ADJUSTMENTS OF RESTRAINT

If the Restricted Period or Geographic Area of any provision of this Appendix is deemed by a court of law to be unreasonable, you agree that the Restricted Period and or Geographic Area for such a restraint will be deemed narrowed to the broadest terms permitted by applicable law and will be enforced as so narrowed.

5) EXTENSION OF RESTRAINTS DURING PERIOD OF VIOLATION

If you breach any of the terms of this Appendix, you agree that the period of the restraint shall not run during the period of violation and will recommence following your compliance with the terms of this Appendix. You acknowledge and accept that the purpose of this clause is to give SAP the protection of the restraint for the full agreed-upon duration.

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

6) SEVERABILITY

If any one or more of the provisions or part(s) thereof in this Appendix shall for any reason be deemed by a court of law to be invalid, such invalidity shall not affect any other provision(s) or part(s) thereof, of this Appendix. The undertakings in this Appendix are separate, distinct and severable. If any part of this Appendix is deemed by a court of law unenforceable, it may be severed without affecting the remaining enforceability of the other clauses.

7) DEFINITIONS

For the purposes of this Appendix, the following terms shall have the following meanings:

i) "Restricted Period" shall commence on the date of termination of employment and shall continue until the greater of:
   (1) For Clause 1(a)(i): 3 months
   (2) For Clause 1(a)(ii): 6 months
   (3) For Clause 1(a)(iii): 6 months where it is a direct involvement and 3 months where it is an indirect involvement
   (4) For Clauses 2 and 3: 1 year

ii) "Geographic Area" shall mean the greater of:
   (1) The country of the employing SAP entity;
   (2) ANZ Hub, including but not limited to Australia and New Zealand where your role relates to those two countries;
   (3) South East Asia Hub, including but not limited to Malaysia, Thailand; Indonesia. Singapore, Vietnam, and Philippines where your role covers South East Asia;
   (4) Greater China and China including but not limited to the People's Republic of China, Taiwan and Hong Kong where your role relates to those countries;
   (5) India; Bangladesh and Sri Lanka where your role relates to those countries;
   (6) Asia Pacific and Japan, comprising all of the above where your role is region-wide;

iii) "Business Competitors" includes but is not limited to Oracle, Workday, NetSuite, Infor, SalesForce, IBM, HP, SAS, Teradata, Sage, Software AG. You should contact HR to obtain a current list of relevant Business Competitors as this may change from time to time and from region to region;

iv) "business" includes any corporation, company, association, partnership, limited partnership or other entity.

I accept the terms and conditions outlined above.

DocuSigned by:
Masoom Ali
DE77F7D772DF4ED...

09-Jun-2022 | 15:42:09 CEST

.....
Masoom Ali

.....
Date

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

Photo ID requirement:

Background: White and non-reflecting
Only the person must be shown on the photograph
Portrait photograph: Frontal view, with no inclination or twist of the head
Minimum photo size of 640 x 480 pixels

Photo

India - Employee Portion - Strictly Private & Confidential

EMPLOYEE PERSONAL DETAILS

Name: Masoom (**First Name** (Given Name)) Ali (**Last Name** (Surname))

*as shown in AADHAAR card for IN nationals/Passport name for foreign nationals

**Your Address book display name and SAP Email address will be generated based on your Firstname and Surname.

Marital Status:	Single	**Gender:**	Male
Date of Marriage (dd/mm/yyyy)**:**		**Date of Birth** (dd/mm/yyyy)**:**	27/04/1999
Nationality:	Indian	**City of Birth:**	
Passport No. *(For Foreign Nationals Only)* **:**		**State of Birth:**	Karnataka
Passport Date of Issue:		**Personal Email Address:**	amasoom028@gmail.com
Passport Place of Issue:		**Are you an Indian Permanent resident?** (if applicable)**:**	
Passport Date of Expiry:		**Date of Issue of Permanent residency** (if applicable)**:**	
PAN No.:	DTRPA7017J		
Aadhaar Card Number:	379544196185		
UAN No.:	N/A		

ADDRESSES

PERMANENT ADDRESS:

House no. / Street:	301 tamra residency near chokkabettu circle surathkal mangalore		
Postal code:	575014	**City / State / Region:**	Karnataka
Home Phone No.:	8310626850	**Handphone no.:**	8722935426

CURRENT MAILING ADDRESS: The mailing address will be used for the delivery of IT Equipment where applicable.

House no. / Street :	301 tamra residency near chokkabettu circle surathkal		
Postal code:	575014	**City / State / Region:**	Karnataka
Home Phone No.:	8310626850	**Handphone no.:**	872293542

DocuSign Envelope ID: 26B5A6CE-9CA5-4E7B-ADCF-E88EB513A166

FAMILY DATA: **To update personal dependent data in HR System (only for personal records) . Please provide date of birth for your declared family members. This data may be needed for the benefit enrollment.**

Relationship	First Name *(Given Name)*	Last Name *(Surname)*	Nationality	Date of Birth (dd/mm/yyyy)	Gender	Occupation/ Employer
Spouse:						
Children:						
Father: (Must)	Mohisin	Sharief	Indian	06/06/1966		Driver
Mother:	Safia	Begam	Indian	10/03/1970		Housewife
Father-in-law:						
Mother-in-law:						

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: Safia begam **Relationship:** Mother **Contact No.:** 8722935426

BANK DETAILS FOR SALARY TRANSFER

*Only local bank accounts with your own name are accepted for payroll disbursement **Do you have a bank account?** No

***Name of Bank:** _____ ***Account Payee Name:** _____

***Bank Account No.:** _____

ACADEMIC QUALIFICATION

Name of Schools/Institutions & Country (Chronological Order)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Level Attained	Faculty (eg. Accounting/ Engineering/Marketing)
Dayananda Sagar University Bangalore, India	30-12-2020	08-06-2022	Master	
St Aloysius college Mangalore, India	05-06-2017		Bachelor	

NAME OF FORMER EMPLOYER

Name of Company (Latest Employment)	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Designation	Department

DECLARATION

I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient grounds for discharge. I also authorize any investigation of the above information for the purpose of verification.

Name and Signature: DocuSigned by: Masoom Ali DE7757D772D54ED

09-Jun-2022 | 15:42:09 CEST **Date:**

DocuSign

Certificate Of Completion

Envelope Id: 26B5A6CE9CA54E7BADCFE88EB513A166
Status: Sent
Subject: SAP Labs India Offer - Masoom Ali_{HRReqNo:[7004201260]}
Source Envelope:
Document Pages: 62
Signatures: 21
Envelope Originator:
Certificate Pages: 2
Initials: 0
SAP Careers Team – APJ
AutoNav: Enabled
Dietmar-Hopp-Allee 16
EnvelopeId Stamping: Enabled
Walldorf, Baden-Württemberg 69190
Time Zone: (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
FMDAdminAPJ@SAP.COM
IP Address: 165.1.187.61

Record Tracking

Status: Original
6/9/2022 2:31:50 PM
Holder: SAP Careers Team – APJ
FMDAdminAPJ@SAP.COM
Location: DocuSign

Signer Events	Signature	Timestamp
Masoom Ali Amasoom028@gmail.com Security Level: Email, Account Authentication (None), Access Code	DocuSigned by: Masoom Ali DE77F7D772DF4ED... Signature Adoption: Pre-selected Style Signed by link sent to Amasoom028@gmail.com Using IP Address: 106.51.88.53 Signed using mobile	Sent: 6/9/2022 2:34:32 PM Viewed: 6/9/2022 3:19:40 PM Signed: 6/9/2022 3:42:09 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Shweta Mohanty IndiaHRD_Backup@sap.com SAP HR SDO Security Level: Email, Account Authentication (None)		Sent: 6/9/2022 3:42:15 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Sabish Kovath Bhaskar lhrsindia@sap.com SAP HR SDO Security Level: Email, Account Authentication (None)		Sent: 6/9/2022 3:42:15 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 2:34:33 PM
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 2:34:33 PM
Masoom Ali Amasoom028@gmail.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:13 PM Viewed: 6/9/2022 3:43:17 PM
7004201260 fmdadminapj@sap.com HR Data Management team - APJ SAP HR SDO Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
Pooja Suresh pooja.suresh@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
Benjin Samuel benjin.samuel@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 6/9/2022 3:42:14 PM
7004201260 fmdadminapj@sap.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/9/2022 2:34:33 PM

Payment Events	Status	Timestamps

Offer / Appointment Letter

Dear Chanchal Tiwari,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of Human Resource Executive in our organization**.** This offer takes effect from your date of joining which shall be on **02nd April 2022.**

1.Compensation

We confirm offering annual compensation varying from **INR 3,00,000** to **INR 4,50,000** per annum ,depending on the roles and responsibility you are handling post completion of your probation period.

2.Probation Period

You will be on probation for 60 Days during which your performance will be reviewed. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 20,000.**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **02nd April 2022.** This offer of appointment is valid until **29th March 2022** for acceptance. If we do not hear from you by **29th March 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other

establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any

provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Retirement

You will retire from the services of the company on attaining the age of 58 years

8.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings.

9.Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor).

In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and

these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Karnatka only.

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 02/04/2022.

NAME: _____
DATE: _____

(Candidate's Signature)

With Regards,

VP – Human Resource

Upskilling Edutech Pvt Ltd

SI. NO.	Particulars
1.	Professional / Educational Certificates • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter From Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Offer / Appointment Letter

Dear BHEEMRAJ P,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of **Business Development Associate** in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakh only)** comprising of fixed component of **INR 4,00,000 (Four Lakh only)**, variable component of **INR 3,00,000 (Three Lakh only)** .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Retirement

You will retire from the services of the company on attaining the age of 58 years

8.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings**.**

9.Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.
10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 01/03/2022.

NAME: _____
DATE: _____

(Candidate's Signature)

With Regards,

VP – Human Resource

SkillVertex Edutech

SI. NO.	Particulars
1.	Professional / Educational Certificates • Graduation Certificate Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Offer / Appointment Letter

Dear Prathyusha V,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of **Business Development Associate** in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakh only**) comprising of fixed component of **INR 4,00,000** (**Four Lakh only**), variable component of **INR 3,00,000** (**Three Lakh only**) .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Retirement

You will retire from the services of the company on attaining the age of 58 years

8.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings.

9.Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the

management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 01/03/2022.

NAME: _____
DATE: _____

(Candidate's Signature) With

Regards,

VP – Human Resource

SkillVertex Edutech

+91 9606012805
+91 9606012806

support@skillvertex.in
www.skillvertex.in

Upskilling Edutech Pvt. Ltd, Embassy Tech Square(signet) Cessna Business Park, Sarjapur - Marathahalli Outer Ring Road, Post- Kadubeesanahalli, Bellandur, Bengaluru, Karnataka 560103

SI. NO.	Particulars
1.	Professional / Educational Certificates • Graduation Certificate Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Offer / Appointment Letter

Dear Rakshitha N,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of **Business Development Associate** in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakh only**) comprising of fixed component of **INR 4,00,000** (**Four Lakh only**), variable component of **INR 3,00,000** (**Three Lakh only**) .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Retirement

You will retire from the services of the company on attaining the age of 58 years

8.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings.

9.Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the

management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 01/03/2022.

NAME: _____
DATE: _____

(Candidate's Signature) With

Regards,

VP – Human Resource

SkillVertex Edutech

+91 9606012805
+91 9606012806

support@skillvertex.in
www.skillvertex.in

Upskilling Edutech Pvt. Ltd, Embassy Tech Square(signet) Cessna Business Park, Sarjapur - Marathahalli Outer Ring Road, Post- Kadubeesanahalli, Bellandur, Bengaluru, Karnataka 560103

SI. NO.	Particulars
1.	Professional / Educational Certificates • Graduation Certificate Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Offer / Appointment Letter

Dear Shashikala Neelakantha Marathi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of **Business Development Associate** in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakh only)** comprising of fixed component of **INR 4,00,000 (Four Lakh only)**, variable component of **INR 3,00,000 (Three Lakh only)** .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Retirement

You will retire from the services of the company on attaining the age of 58 years

8.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings**.**

9.Company Property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.
10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the Karnataka Government only.

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 01/03/2022.

NAME: _____
DATE: _____

(Candidate's Signature)

With Regards,

VP – Human Resource

SkillVertex Edutech

SI. NO.	Particulars
1.	Professional / Educational Certificates • Graduation Certificate Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Aptech®
Unleash your potential

Name: Ganesh Patil
Designation: Trainee Manager **Grade: A2**
Location: Bangalore **w.e.f. TBD**

COST TO COMPANY STATEMENT

PARTICULARS	P.M. (Rs.)	P.A. (Rs.)	REMARKS
1.1 Basic	16,667	2,00,004	*40% of CTC*
1.2 House Rent Allowance	8,334	1,00,008	*40% of Basic Salary*
1.3 Education Allowance	200	2,400	*As per current IT rules*
1.4 Food Coupons	1,500	18,000	*As per current IT rules*
1.5 Advance Bonus	1,388	16,656	*8.33% of Basic*
1.6 Special Allowance	10,129	1,21,548	
SUB TOTAL - I	**38,218**	**4,58,616**	
2.1 Mediclaim of Rs. 2,00,000 for Self + 3	846	10,152	*Coverage includes Self, Spouse, 2 dependent children/ dependent parents/ dependent parents-in-law*
SUB TOTAL - II	**846**	**10,152**	
3.1 Company's Contribution to Provident Fund	1,801	21,612	
3.2 Gratuity	802	9,624	*As per Gratuity Norms.*
SUB TOTAL - III	**2,603**	**31,236**	
GRAND TOTAL (I + II + III)	**41,667**	**5,00,004**	*Total Annual Cost to Company*

NOTE:

- ***Mediclaim premium is directly paid by the company.***
- ***You will also be coverd under the GroupTerm Life Insurance as applicable to you from time to time.***

Offer / Appointment Letter

Dear Renukar Patil,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with Skolar for the position of Business Development Manager in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakh only**) comprising of fixed component of **INR 4,00,000** (**Four Lakh only**), variable component of **INR 3,00,000** (**Three Lakh only**) .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having .

competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

9 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.
10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10. Data Privacy

10.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
10.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.
10.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Skolar.

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Private & Confidential

Date 3/2/2021

To,

Congratulations
Candidate name: Santhosh R
College name: Dayananda Sagar Institutions
Aadhar card no.: 902145951914

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Delivery Centre Private Limited**

RUPESH TRIPATHI

Digitally signed by RUPESH TRIPATHI
Date: 2021.02.04 15:39:34 +05'30'

_____

Accepted and Agreed

_____

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

KPMG Global Delivery Center Private Limited Telephone +91 80 6132 6100
RMZ Ecoworld
6th Floor, Campus 7,
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name **Dated**

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office:
RMZ Ecoworld
Campus 7, Floor 6, Devarabeesanahalli
Outer Ring Road, Bangalore 560103,
Karnataka , India

Offer / Appointment Letter

Dear Siddharth Ramachandran,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with Skolar for the position of Business Development Manager in our organization**.** This offer takes effect from your date of joining which shall be on **01st March 2022.**

1.Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakh only**) comprising of fixed component of **INR 4,00,000** (**Four Lakh only**), variable component of **INR 3,00,000** (**Three Lakh only**) .

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On-the-Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).**

a.) Commencement/Validity of Employment

Your employment will be effective, as of **01st March 2022.** This offer of appointment is valid until **30th January 2022** for acceptance. If we do not hear from you by **30th January 2022** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3.Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4.Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you**. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5.Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6.Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7.Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

8.4 You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having .

competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

9 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.
10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10. Data Privacy

10.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
10.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.
10.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Skolar.

SOCIETE GENERALE

Global Solution Centre

May 27, 2022

Offer No: SG24029
Mr. Chandan A N
#63/1-03, Ammana Kuteera
Bachegowda Layout, Gollahalli
Anjanapura, Bengaluru

Dear Chandan A N,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as “Analyst” in Société Générale Global Solution Centre Private Limited (“Company” or “SG GSC”), Chennai.

Your annual basic salary will be Rs.220,000/- (Two Lakh Twenty Thousand Only). In addition, you will be entitled to other benefits as per the Company’s compensation policy as detailed under this employment agreement (“Agreement”).

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 20, 2022, therefore you should plan to report for duty on June 20, 2022, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,
For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

SOCIETE GENERALE

Global Solution Centre

EMPLOYMENT TERMS AND CONDITIONS

Chandan A N

1. Date of Joining:

1.1 June 20, 2022

2. Appointment

2.1 As on June 20, 2022 the Company is hereby appointing you as “Analyst” in our Company, subject to you successfully completing your probation as provided in clause 4 below.

3. Remuneration

3.1 Your Gross salary will be Rs. 36,667/- per month of which your basic salary will be Rs.18,333/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company’s policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. Probation

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. Termination

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

(a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;

(b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.

(c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;

(d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;

(e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;

(f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;

(g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

6. Effect of Termination

6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.

6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.

6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale (“Group”) carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

8. Posting

8.1 You will be posted at Chennai. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of

your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

12. Non-Disclosure of Information

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

13. Intellectual Property Rights

13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights

related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.

13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting

therefrom.

14. Notice

14.1 Any notice to be given under this Agreement shall be sufficient:

(a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.

(b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

15. Non-Solicitation

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

16. Authenticity of Information, Documents and References

16.1 You declare that:

(a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.

(b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations

(c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

17. Fitness

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

18. Use of SG Internal Tools and Applications

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:

(a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.

(b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.

(c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

19. Retirement

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

20. Governing Law

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

21. Company's Policies and Guidelines

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

22. Processing of Personal Information

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

(a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
(b) To the Group entities aimed at in your mobility demands,
(c) To the Group headquarters in France for HR steering management purposes and management of careers.
(d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature Date: June 20, 2022
Candidate Name: Chandan A N

SOCIETE GENERALE

Global Solution Centre

Annexure: Salary Entitlement - 2022

Name : **Chandan A N**

Role Title : **Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	220,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	220,000
Gross Salary		**440,000**
3	Employer's Provident Fund	26,400
4	Gratuity	10,582
Gross Salary + Retirals		**476,982**
5	Potential Variable Pay *	110,000
Potential Cost to Company		**586,982**

Note:

a. • All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
• Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
• Any other allowance payable shall be as per the company policy.
• Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay ***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 110,000/-.Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:
(1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
(2) you have not given a notice of termination on or prior to the payment date, and
(3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

iii. Relocation Assistance

a.Economy Air travel fare from existing work location for self and family, i.e. spouse, children and dependent parents (max 4 members).
b. One time relocation/settling reimbursement of INR 35000
c. Lodging expenses for up to 14 days in a company approved guest house for self and family for relocation for a max 4 members.
* Relocation Assistance benefits will be recovered from the employee on separation of the company within a period of 1(one)year from the date of Joining.

* Air travel fare, transportation of household goods, including insurance/loading/unloading expenses will be reimbursed, on production of original bills, up to the amounts mention. Transfer from airport will be reimbursed on actuals based on production of bills

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

Accepted

SOCIETE GENERALE

Global Solution Centre

May 27, 2022

Offer No: SG24031
Mr.**Prajwal D**
#48, 5th cross, ITI Layout,
Bengaluru

Dear **Prajwal D**

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as “Analyst” in Société Générale Global Solution Centre Private Limited (“Company” or “SG GSC”), Chennai.

Your annual basic salary will be Rs.220,000/- (Two Lakh Twenty Thousand Only). In addition, you will be entitled to other benefits as per the Company’s compensation policy as detailed under this employment agreement (“Agreement”).

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 20, 2022, therefore you should plan to report for duty on June 20, 2022, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records. Looking

forward to a long and fruitful association with you.

Yours faithfully,
For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

Societe Generale Global Solution Centre Pvt.Ltd., DLF IT SEZ, 3rd Block, 10th Floor, Shivaji Gardens, Mount Poonamalle Road Manappakkam, Chennai 600 089, India

Tél: + 91 44 6602 7000
Fax: + 91 44 6602 7070
www.socgensolutions.com
www.societegenerale.com

Registered Office:
"Voyager" Building, 10th Floor, Ascendas ITPB SEZ, International Tech Park, Bangalore Whitefield Road, Bangalore 560 066, India. CIN No. U72200KA2000PTC027232

SOCIETE GENERALE

Global Solution Centre

EMPLOYMENT TERMS AND CONDITIONS

Prajwal D

1. **Date of Joining**:

1.1 June 20, 2022

2. Appointment

2.1 As on June 20, 2022 the Company is hereby appointing you as “Analyst” in our Company, subject to you successfully completing your probation as provided in clause 4 below.

3. Remuneration

3.1 Your Gross salary will be Rs. 36,667/- per month of which your basic salary will be Rs.18,333/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company’s policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. Probation

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. Termination

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

(a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;

(b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.

(c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;

(d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;

(e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;

(f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;

(g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

6. Effect of Termination

6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.

6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.

6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale (“Group”) carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

8. Posting

8.1 You will be posted at Chennai. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of

your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

12. Non-Disclosure of Information

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

13. Intellectual Property Rights

13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights

related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.

13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof
(vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting

therefrom.

14. Notice

14.1 Any notice to be given under this Agreement shall be sufficient:

(a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.

(b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

15. Non-Solicitation

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

16. Authenticity of Information, Documents and References

16.1 You declare that:

(a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.

(b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations

(c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

17. Fitness

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

18. Use of SG Internal Tools and Applications

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:

(a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.

(b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.

(c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

19. Retirement

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

20. Governing Law

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

21. Company's Policies and Guidelines

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

22. Processing of Personal Information

SOCIETE GENERALE

Global Solution Centre

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

(a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
(b) To the Group entities aimed at in your mobility demands,
(c) To the Group headquarters in France for HR steering management purposes and management of careers.
(d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

I accept the above terms and conditions on my own free will and agree to be bound by the above- mentioned terms and conditions.

Signature Date: June 20, 2022
Candidate Name: Prasad Kulkarni

SOCIETE GENERALE

Global Solution Centre

Annexure: Salary Entitlement - 2022

Name : **Prajwal D**

Role Title : **Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	220,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	220,000
Gross Salary		**440,000**
3	Employer's Provident Fund	26,400
4	Gratuity	10,582
Gross Salary + Retirals		**476,982**
5	Potential Variable Pay *	110,000
Potential Cost to Company		**586,982**

Note:

a.

- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
- Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
- Any other allowance payable shall be as per the company policy.
- Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay ***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 110,000/-.Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:

(1) you are actively employed with SG GSC India or a SG subsidiary on the payment date

(2) you have not given a notice of termination on or prior to the payment date, and

(3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

SOCIETE GENERALE

Global Solution Centre

c. Benefits

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

iii. Relocation Assistance

a.Economy Air travel fare from existing work location for self and family, i.e. spouse, children and dependent parents (max 4 members).
b. One time relocation/settling reimbursement of INR 35000
c. Lodging expenses for up to 14 days in a company approved guest house for self and family for relocation for a max 4 members.
* Relocation Assistance benefits will be recovered from the employee on separation of the company within a period of 1(one)year from the date of Joining.

* Air travel fare, transportation of household goods, including insurance/loading/unloading expenses will be reimbursed, on production of original bills, up to the amounts mention. Transfer from airport will be reimbursed on actuals based on production of bills

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

Accepted

49

SOCIETE GENERALE

Global Solution Centre

May 27, 2022

Offer No: SG24029
Mr.PrasadKulkarni
#25/8-09, Sreekrupa street
jalahalli, Bengaluru

Dear

PrasadKulkarni

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Chennai.

Your annual basic salary will be Rs.220,000/- (Two Lakh Twenty Thousand Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 20, 2022, therefore you should plan to report for duty on June 20, 2022, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,
For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

SOCIETE GENERALE

Global Solution Centre

EMPLOYMENT TERMS AND CONDITIONS

Prasad Kulkarni

1. Date of Joining:

1.1 June 20, 2022

2. Appointment

2.1 As on June 20, 2022 the Company is hereby appointing you as "Analyst" in our Company, subject to you successfully completing your probation as provided in clause 4 below.

3. Remuneration

3.1 Your Gross salary will be Rs. 36,667/- per month of which your basic salary will be Rs.18,333/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. Probation

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. Termination

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to workfor the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

(a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;

(b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.

(c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;

(d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;

(e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;

(f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;

(g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

6. Effect of Termination

6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.

6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.

6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

8. Posting

8.1 You will be posted at Bangalore. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all

property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

12. Non-Disclosure of Information

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

13. Intellectual Property Rights

13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.

13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

14. Notice

14.1 Any notice to be given under this Agreement shall be sufficient:

(a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.

(b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

15. Non-Solicitation

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

16. Authenticity of Information, Documents and References

16.1 You declare that:

(a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.

(b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations

(c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

17. Fitness

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

18. Use of SG Internal Tools and Applications

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:

(a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.

(b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.

(c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

19. Retirement

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

20. Governing Law

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

21. Company's Policies and Guidelines

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

22. Processing of Personal Information

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

SOCIETE GENERALE

Global Solution Centre

Annexure: Salary Entitlement - 2022

Name : **Prasad Kulkarni**

Role Title : **Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	220,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	220,000
Gross Salary		**440,000**
3	Employer's Provident Fund	26,400
4	Gratuity	10,582
Gross Salary + Retirals		**476,982**
5	Potential Variable Pay *	110,000
Potential Cost to Company		**586,982**

Note:

a.
- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
- Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
- Any other allowance payable shall be as per the company policy.
- Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay ***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 110,000/-.Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:
(1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
(2) you have not given a notice of termination on or prior to the payment date, and
(3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

SOCIETE GENERALE

Global Solution Centre

c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

Accepted

SOCIETE GENERALE

Global Solution Centre

May 27, 2022

Offer No: SG24031
Mr.**Priyanka S**
#55/3, Rajaji Nagar. 8th Main, 1st
cross, Bengaluru

Dear

PriyankaSridhar

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as “Analyst” in Société Générale Global Solution Centre Private Limited (“Company” or “SG GSC”), Chennai.

Your annual basic salary will be Rs.220,000/- (Two Lakh Twenty Thousand Only). In addition, you will be entitled to other benefits as per the Company’s compensation policy as detailed under this employment agreement (“Agreement”).

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 20, 2022, therefore you should plan to report for duty on June 20, 2022, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records. Looking

forward to a long and fruitful association with you.

Yours faithfully,
For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

Societe Generale Global Solution Centre Pvt.Ltd., DLF IT SEZ, 3rd Block, 10th Floor, Shivaji Gardens, Mount Poonamalle Road Manappakkam, Chennai 600 089, India

Tél: + 91 44 6602 7000
Fax: + 91 44 6602 7070
www.socgensolutions.com
www.societegenerale.com

Registered Office: "Voyager" Building, 10th Floor, Ascendas ITPB SEZ, International Tech Park, Bangalore Whitefield Road, Bangalore 560 066, India. CIN No.

SOCIETE GENERALE

Global Solution Centre

EMPLOYMENT TERMS AND CONDITIONS

Priyanka
Sridhar

1. **Date of Joining**:

1.1 June 20, 2022

2. Appointment

2.1 As on June 20, 2022 the Company is hereby appointing you as “Analyst” in our Company, subject to you successfully completing your probation as provided in clause 4 below.

3. Remuneration

3.1 Your Gross salary will be Rs. 36,667/- per month of which your basic salary will be Rs.18,333/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company’s policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. Probation

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. Termination

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

(a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;

(b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.

(c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;

(d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;

(e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;

(f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;

(g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

6. Effect of Termination

6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.

6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.

6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale (“Group”) carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

8. Posting

8.1 You will be posted at Chennai. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of

your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

12. Non-Disclosure of Information

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

13. Intellectual Property Rights

13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights

related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.

13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof
(vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting

therefrom.

14. Notice

14.1 Any notice to be given under this Agreement shall be sufficient:

(a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.

(b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

15. Non-Solicitation

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

16. Authenticity of Information, Documents and References

16.1 You declare that:

(a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.

(b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations

(c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

17. Fitness

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

18. Use of SG Internal Tools and Applications

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:

(a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.

(b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.

(c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

19. Retirement

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

20. Governing Law

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

21. Company's Policies and Guidelines

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

22. Processing of Personal Information

SOCIETE GENERALE

Global Solution Centre

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

(a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
(b) To the Group entities aimed at in your mobility demands,
(c) To the Group headquarters in France for HR steering management purposes and management of careers.
(d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

I accept the above terms and conditions on my own free will and agree to be bound by the above- mentioned terms and conditions.

Signature Date: June 20, 2022
Candidate Name: Prasad Kulkarni

SOCIETE GENERALE

Global Solution Centre

Annexure: Salary Entitlement - 2022

Name : **Prajwal D**

Role Title : **Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	220,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	220,000
Gross Salary		**440,000**
3	Employer's Provident Fund	26,400
4	Gratuity	10,582
Gross Salary + Retirals		**476,982**
5	Potential Variable Pay *	110,000
Potential Cost to Company		**586,982**

Note:

a.

- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
- Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
- Any other allowance payable shall be as per the company policy.
- Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay ***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 110,000/-.Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:

(1) you are actively employed with SG GSC India or a SG subsidiary on the payment date

(2) you have not given a notice of termination on or prior to the payment date, and

(3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

SOCIETE GENERALE

Global Solution Centre

c. Benefits

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

iii. Relocation Assistance

a.Economy Air travel fare from existing work location for self and family, i.e. spouse, children and dependent parents (max 4 members).
b. One time relocation/settling reimbursement of INR 35000
c. Lodging expenses for up to 14 days in a company approved guest house for self and family for relocation for a max 4 members.
* Relocation Assistance benefits will be recovered from the employee on separation of the company within a period of 1(one)year from the date of Joining.

* Air travel fare, transportation of household goods, including insurance/loading/unloading expenses will be reimbursed, on production of original bills, up to the amounts mention. Transfer from airport will be reimbursed on actuals based on production of bills

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

Accepted

SURYA

SURYA SOFTWARE SYSTEMS PRIVATE LIMITED
502/A, 1st Main Rd, 8th Block, Jayanagar, Bengaluru, Karnataka 560082
Ph: 080 4225 6000 info@surya-soft.com www.surya-soft.com
GST No : 29AADCS6239F1Z6 CIN : U72200KA1998PTC023808

April 07th, 2022

To, **Sudarshan N Kamanalli**
|
C-15, Bannari Amman Sugars Colony,
Mallapura Village and Post,
Nanjangud Taluk,
Mysore - 571119

Dear **Sudarshan N Kamanalli**
Sub: Offer Letter

In furtherance to interviews and discussions in relation to your application for employment at Surya Software Systems Private Limited, we are pleased to offer you the post of **Business Analyst.**

Your remuneration details are as below:

Compensation Break-up	**Monthly CTC**	**Annual CTC**
Basic	10,625	1,27,500
HRA	4,250	51,000
Conveyance	1,600	19,200
Statutory Bonus	1,760	21,120
Special Allowance	15,382	1,84,584
Employer PF	1,800	21,600
Monthly CTC	**35,417**	**4,25,004**
Medical Insurance		2,612
PA		214
Annual CTC After Insurance		**4,27,830**
Variable Pay		**75,000**
Annual Cost to Company with VP		**5,02,830**

You will undergo a period of training for 3 months ("Probationary Period"). You may be confirmed as a regular employee of Surya Software Systems, provided your performance in those three months is deemed acceptable.

Conditional upon receipt of your acceptance of the offer, you would be required to join the services on 11th April, 2022. Your employment papers will be provided on the date of joining.

For Surya Software Systems,

Surya Software Systems Pvt. Ltd.

Authorised Signatory

SURYA

SURYA SOFTWARE SYSTEMS PRIVATE LIMITED
502/A, 1st Main Rd, 8th Block, Jayanagar, Bengaluru, Karnataka 560082
Ph: 080 4225 6000 info@surya-soft.com www.surya-soft.com
GST No : 29AADCS6239F1Z6 CIN : U72200KA1998PTC023808

April 07th, 2022

To,
Raksha M,
C-15, Bannari Amman Sugars Colony,
Mallapura Village and Post,
Nanjangud Taluk,
Mysore - 571119

Dear Raksha,
Sub: Offer Letter

In furtherance to interviews and discussions in relation to your application for employment at Surya Software Systems Private Limited, we are pleased to offer you the post of **Business Analyst.**

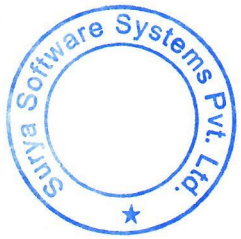
Your remuneration details are as below:

Compensation Break-up	**Monthly CTC**	**Annual CTC**
Basic	10,625	1,27,500
HRA	4,250	51,000
Conveyance	1,600	19,200
Statutory Bonus	1,760	21,120
Special Allowance	15,382	1,84,584
Employer PF	1,800	21,600
Monthly CTC	**35,417**	**4,25,004**
Medical Insurance		2,612
PA		214
Annual CTC After Insurance		**4,27,830**
Variable Pay		**75,000**
Annual Cost to Company with VP		**5,02,830**

You will undergo a period of training for 3 months ("Probationary Period"). You may be confirmed as a regular employee of Surya Software Systems, provided your performance in those three months is deemed acceptable.

Conditional upon receipt of your acceptance of the offer, you would be required to join the services on 11th April, 2022. Your employment papers will be provided on the date of joining.

For Surya Software Systems,



Authorised Signatory

TATA

4

Offer: Computer Consultancy
Ref: TCSL/DT20218794918/Bangalore
Date: 12/01/2022

Ms. Anusha P Machado
8-204 Aasare, General Thimmaiah LayoutAppaiah Swamy Road,
Virajpet,
Virajpet-571218,
Karnataka.
Tel# -8310041096

Dear Anusha P Machado,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

Basic Salary
You will be eligible for a basic salary of **₹15,000/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹6,000/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹17,456/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential
TCSL/DT20218794918

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹2,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹1,900/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

TCS Confidential
TCSL/DT20218794918

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TERMS AND CONDITIONS

1. **Relevant Experience**
   No experience is considered to be relevant to TCSL's business

2. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

   If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

5. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

6. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

7. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

8. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

9. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

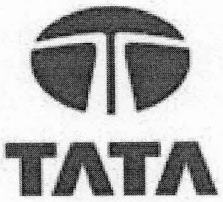
18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
  You are required to submit a copy of your PAN card along with other joining forms,immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
  *If you were employed, a formal release letter from your previous employer

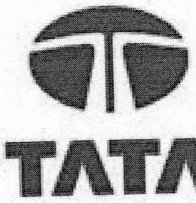
The original documents will be returned to you after verification.

22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

23. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TATA

GROSS SALARY SHEET

Annexure 1

Name	**Anusha P Machado**
Designation	**Management Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	47,628	5,79,430

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472

TCS Confidential
TCSL/DT20218794918

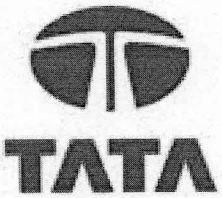
TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TCS Confidential
TCSL/DT20218794918

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

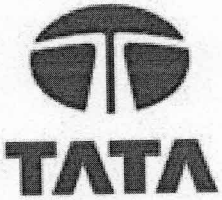
(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



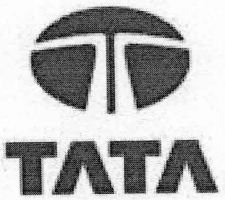
2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

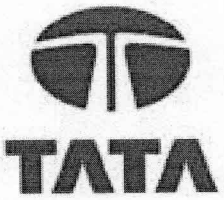
7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

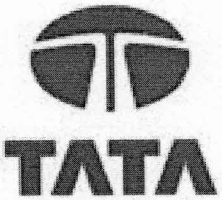
8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

SOCIETE GENERALE

Global Solution Centre

May 17, 2022

Offer No: SG23755
Ms. Harshavardhini Chandrashekar
79, Robert son road
Frazer town, Bangalore - 05

Dear Harshavardhini Chandrashekar,

Sub: Offer Letter

Further to the interviews you have had with us, we are pleased to offer you a position as "Analyst" in Société Générale Global Solution Centre Private Limited ("Company" or "SG GSC"), Bangalore.

Your annual basic salary will be Rs.220,000/- (Two Lakh Twenty Thousand Only). In addition, you will be entitled to other benefits as per the Company's compensation policy as detailed under this employment agreement ("Agreement").

This offer of employment is contingent upon successful completion of your background check. The background verification would take approximately a minimum of four (4) weeks from the day all documents asked by SG GSC team are submitted. Your prospective date of joining the Company, post successful completion of the background check, has been calculated as June 20, 2022, therefore you should plan to report for duty on June 20, 2022, at 9:30 am. However, please note that the actual date of joining will be confirmed to you by your respective recruiter through a separate mail, and your failure to join on the date confirmed will render this offer of employment withdrawn.

Please arrange to produce the following documents for our records at the time of joining: (In case you do not have any of the below document, please discuss this with your recruiter).

1. Relieving letter or Resignation acceptance with last working date and employee code (Hardcopy or email) is mandatory
2. Service certificates and last three (3) months salary slips from your current employer
3. 10 Passport Photographs

Kindly send your e-mail acceptance of our offer for our records.

Looking forward to a long and fruitful association with you.

Yours faithfully,
For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

SOCIETE GENERALE

Global Solution Centre

EMPLOYMENT TERMS AND CONDITIONS

Harshavardhini Chandrashekar

1. Date of Joining:

1.1 June 20, 2022

2. Appointment

2.1 As on June 20, 2022 the Company is hereby appointing you as "Analyst" in our Company, subject to you successfully completing your probation as provided in clause 4 below.

3. Remuneration

3.1 Your Gross salary will be Rs. 36,667/- per month of which your basic salary will be Rs.18,333/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. Probation

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. Termination

5.1 **During Probation and Post Probation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.

5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:

(a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;

(b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.

(c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;

(d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;

(e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;

(f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;

(g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

6. Effect of Termination

6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.

6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.

6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge

shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

8. Posting

8.1 You will be posted at Bangalore. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (*Notice*) of this Agreement.

9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all

property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.

11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

12. Non-Disclosure of Information

12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as per the policy.

12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.

12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.

12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

13. Intellectual Property Rights

13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.



13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.

13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company.

You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

14. Notice

14.1 Any notice to be given under this Agreement shall be sufficient:

(a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.

(b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

15. Non-Solicitation

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

16. Authenticity of Information, Documents and References

16.1 You declare that:

(a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.

(b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations

(c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

17. Fitness

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

18. Use of SG Internal Tools and Applications

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("**SG Tool**") and the following shall be observed:



(a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.

(b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.

(c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

19. Retirement

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

20. Governing Law

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

21. Company's Policies and Guidelines

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

21.2 During your employment, the Company may at its discretion require you to Work From Home, subject to the Work From Home Policy. You confirm and undertake that you are well equipped to work from your place of residence as long as required by the organization and have adequate infrastructure such as optimal & secured internet connection, comfortable workspace & furniture, required gadgets like laptop, headset, webcam etc.

22. Processing of Personal Information

22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.

22.2 Administrative data may be disclosed to:

(a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
(b) To the Group entities aimed at in your mobility demands,
(c) To the Group headquarters in France for HR steering management purposes and management of careers.
(d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,

22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.

22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**

Sumanth Nayak
CHRO

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature Date: June 20, 2022
Candidate Name: Harshavardhini Chandrashekar

SOCIETE GENERALE

Global Solution Centre

Annexure: Salary Entitlement - 2022

Name : **Harshavardhini Chandrashekar**

Role Title : **Analyst**

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	220,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	220,000
Gross Salary		**440,000**
3	Employer's Provident Fund	26,400
4	Gratuity	10,582
Gross Salary + Retirals		**476,982**
5	Potential Variable Pay *	110,000
Potential Cost to Company		**586,982**

Note:

a. • All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
• Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
• Any other allowance payable shall be as per the company policy.
• Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay ***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 110,000/-.Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Variable Pay will be payable only if:
(1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
(2) you have not given a notice of termination on or prior to the payment date, and
(3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

Accepted

Internship Agreement

This Internship Agreement, dated 02/18/2022, is between

Chandra Prakash Ja (India) represented by Dayananda Sagar University

referred in this
Agreement as “Intern”

and

ITPS AG, Switzerland

referred in this
Agreement as “Company”.

The Intern and Company agree as follows:

§1 Service Provided

The Intern will provide to the company IT related work based on our tool "CHRONOS".

The Intern furnishes his activity completely remotely from his home location.

§2 Commencement Date

The Intern will begin the Project on 22.02.22 (the “Starting Date”).

§3 Compensation

As compensation for the services provided by Intern under this Agreement, the Company will pay 150€ monthly. Planed are 4 hours/day until End of April. Depending on success of work a bonus could be paid with last salary.

§4 General agreement

N/A

§5 Sharing of Work

The Intern will be part of the development team.

§6 Confidential Information

Intern agrees that any information received during any activities under this agreement, which concerns the personal, financial, or other affairs of company, will be treated by him in full confidence and will not be revealed to any other persons, firms, or organizations. A violation by Intern of this paragraph shall be a material violation of this agreement and will justify legal and/or equitable relief.

§7 Confidentiality After Termination of Employment

The confidentiality provisions of this agreement shall remain in full force and effect for 1 year period after the expiration or termination as the case may be of this Agreement.

§8 Title and Ownership

Intern understands and agrees that title to all items prepared and produced by Intern for Company under this Agreement shall be solely the property of Company, and Intern shall have no right or interest therein. Further, all materials of whatever kind are works made for hire under Switzerland Law; all rights for publication will be held by Company and the copyright will be owned by Company. Without limiting the generality of the foregoing, Company shall own all rights in and to all items prepared and any programs, products, and files that result or are derived therefrom.

§9 Early Termination

N/A

§10 Non-Solicitation

N/A

§11 Governing Law

This Agreement will be governed by the laws of Switzerland.

§12 Severability

Intern and Company both acknowledge that this Agreement is reasonable, valid and enforceable. However, if any provisions of this Agreement are held to be invalid or

unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. Further, both parties intend that any provision a court finds invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision will be deemed written, interpreted and enforced as so limited.

§13 Entire Agreement

This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter of this Agreement. No modification, alteration, waiver, or change in any of the terms of this Agreement shall be valid or binding upon the parties hereto unless expressed in writing signed by both parties. This Agreement shall be deemed to be fully understood, satisfactory, and in effect when signed by all parties indicated below

Frauenfeld, 18.02.22

Address, Date, Signed by Dayananda Sagar University	*by company itps*

OL No: TN10765 **Date : 5 April 2022**

Dear **Sathya Dinesh C H**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an Academic Counsellor.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 18 April 2022

Training Period : **18 April 2022 to 27 April 2022 - (**Unpaid**)**

CTC : INR **3,50,000** LPA

Fixed : INR **2,04,000** LPA

Variable : INR **1,46,000** LPA

Target : INR **2,20,000**

Variable shall be based on Targets

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **18 April 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH
14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102
Mob: +91 90190 30545 hr@teachnook.com

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ During the training period you will receive all the benefits that are entitled for trainees.

▪ At any time if you wish to discontinue due to personal reasons , you will have to follow the company's resignation procedures.

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month salary and you can be relieved from the company.

▪ All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH
14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102
Mob: +91 90190 30545 hr@teachnook.com

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records,Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH
14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102
Mob: +91 90190 30545 hr@teachnook.com

OL No: TN10766 **Date : 5 April 2022**

Dear **Shreyas S Raikar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an Academic Counsellor.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 18 April 2022

Training Period : **18 April 2022 to 27 April 2022 - (**Unpaid**)**

CTC : INR **3,50,000** LPA

Fixed : INR **2,04,000** LPA

Variable : INR **1,46,000** LPA

Target : INR **2,20,000**

Variable shall be based on Targets

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **18 April 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 hr@teachnook.com

Training Policy

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.

▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.

▪ During the training period you will receive all the benefits that are entitled for trainees.

▪ At any time if you wish to discontinue due to personal reasons , you will have to follow the company's resignation procedures.

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month salary and you can be relieved from the company.

▪ All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.

▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.

▪ You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH
14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102
Mob: +91 90190 30545 hr@teachnook.com

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records,Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

TEACHNOOK EDUTECH
14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560102
Mob: +91 90190 30545 hr@teachnook.com

Tejas Networks Ltd.
Regd. Office: Plot No. 25, 5th Floor
J.P. Software Park, Electronic City Phase 1
Hosur Road, Bengaluru 560 100, India
Tel : +91- 80- 4179 4600/700/800
Fax: +91- 80- 2852 0201

TEJAS NETWORKS

23-08-2022

Ms. P V Sai Hari Priya

Kadpa, AP.

Dear Kiran C,

We welcome you to Tejas and are pleased to offer you the position of Recruiter, TA located at Bengaluru, Karnataka, India. This offer is valid subject to you accepting this offer by 24-08-2022 and you will be required to join us by the date of joining as mentioned below. The terms and conditions of your offer are given below:

1. Date of Joining: 25-08-2022

2.Key Result Areas: You will be reporting to Manager, T A, who will finalize your roles and responsibilities.

3. Compensation: Your total compensation including fixed, variable pay (if applicable) and welfare benefits will be Rs.549996/- (Five Lakh Forty Nine Thousand Nine Hundred And Ninety Six Rupees only) per annum. The details of this are in Annexure A.

4. Leave: You will be eligible for 15 days privilege leave as per the leave policy of the company. You will also be eligible for 12 days of casual/sick leave. All leaves will be prorated during a given financial year (April 1 st to March 31 st) based on your date of joining.

5. Area of work: You must be willing to take on any responsibilities that are reasonably assigned to you by the company and be willing to relocate to any of our offices.

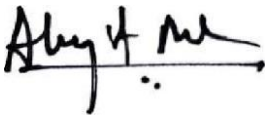
6. Notice Period: The notice period will be 60 days as per the separation policy. Either party can terminate the employment contract by providing this notice.

All other terms and conditions of your employment shall be as per your employment contract. This will contain policies like 'conflict of interest', 'non-disclosure and confidentiality, 'responsibility of company assets' and other relevant rules and regulations of the company as applicable and amended from time to time. The employment contract will be signed upon your joining.

We hope this will be the beginning of a long and mutually beneficial relationship between you and Tejas. Please sign copy of the offer letter as a confirmation of your acceptance and return it on or before 24-082022.

Sincerely yours,

FOR TEJAS NETWORKS LIMITED



Abhijat Mitra
Chief Human Resources Officer

Accepted the Offer:

Signature:
Name: P V Sai Hari Priya
Date of Joining: 25-08-2022

Tejas Networks Ltd.
Regd. Office: Plot No. 25, 5th Floor
J.P. Software Park, Electronic City Phase 1
Hosur Road, Bengaluru 560 100, India
Tel : +91- 80- 4179 4600/700/800
Fax: +91- 80- 2852 0201

TEJAS NETWORKS

Annexure A

SALARY COM PUTATION		
Com ponents	Per Annum	Per Month
Basic Salary	264000	22000
House Rent Allow ance	105600	8800
LTA	48000	4000
Internet Allow ance	6000	500
Other Allow ance	56016	4668
Total A	479616	39968
Gratuity	12696	1058
amployer Provident Fund	31680	2640
Total B	523992	43666
Total Gross	523992	43666
Welfare Benefit		
Medical Insurance Coverage	26004	2167
Total CTC	549996	45833

Tejas offers a compelling benefits package which includes medical insurance for family, personal accident insurance and statutory term insurance.

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9105029428

Dated: 24/08/2022

To,
Mr. Aditya D
Bangalore

Dear Aditya,

Congratulations! We are delighted to make you an offer as **Associate Business Analyst,** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **25.08.2022.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 550000/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9105029428

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,

Technoforte Software Pvt. Ltd.

Priti Sharma
Head – HR Department

DECLARATION

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature: Date:

_____ _____

technoforte

ISO/IEC 27001:2013
ISO 9001:2015
TÜVRheinland CERTIFIED
www.tuv.com
ID 9105029428

Total Remuneration Work Sheet

Name	**: Aditya D**
Position	**: Associate Business Analyst,**
Date Of Joining	**: 25.08.2022**
Location	**: Bengaluru**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	**Annual**
Basic	17241	206890
HRA	6896	82756
Conveyance	6034	72411
Variable Allowance	10237	122841
Medical Allowance	2694	32327
Gross	**43102**	**517224**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**550000**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum

*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs 1,00,000 per annum for employee, spouse & 02 children

Technoforte Software Pvt. Ltd.

Tejas Networks Ltd.
Regd. Office: Plot No. 25, 5th Floor
J.P. Software Park, Electronic City Phase 1
Hosur Road, Bengaluru 560 100, India
Tel : +91- 80- 4179 4600/700/800
Fax: +91- 80- 2852 0201

23-08-2022

Mr Kiran C
No:23, Kashinagar, Yelachenahalli, Bangalore South - 560078

Dear Kiran C,

We welcome you to Tejas and are pleased to offer you the position of **Recruiter, TA** located at **Bengaluru,Bengaluru, Karnataka, India**. This offer is valid subject to you accepting this offer by **24-08-2022** and you will be required to join us by the date of joining as mentioned below. The terms and conditions of your offer are given below:

1. Date of Joining: 25-08-2022

2.Key Result Areas: You will be reporting to **Manager, TA**, who will finalize your roles and responsibilities.

3. Compensation: Your total compensation including fixed, variable pay (if applicable) and welfare benefits will be **Rs.549996**/- (**Five Lakh Forty Nine Thousand Nine Hundred And Ninety Six Rupees** only) per annum. The details of this are in Annexure A.

4. Leave: You will be eligible for 15 days privilege leave as per the leave policy of the company. You will also be eligible for 12 days of casual/sick leave. All leaves will be prorated during a given financial year (April 1st to March 31st) based on your date of joining.

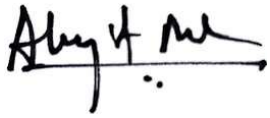
5. Area of work: You must be willing to take on any responsibilities that are reasonably assigned to you by the company and be willing to relocate to any of our offices.

6. Notice Period: The notice period will be 60 days as per the separation policy. Either party can terminate the employment contract by providing this notice.

All other terms and conditions of your employment shall be as per your employment contract. This will contain policies like 'conflict of interest', 'non-disclosure and confidentiality', 'responsibility of company assets' and other relevant rules and regulations of the company as applicable and amended from time to time. The employment contract will be signed upon your joining.

We hope this will be the beginning of a long and mutually beneficial relationship between you and Tejas. Please sign copy of the offer letter as a confirmation of your acceptance and return it on or before **24-08-2022**.

Sincerely yours,
FOR TEJAS NETWORKS LIMITED



Abhijat Mitra
Chief Human Resources Officer

Accepted the Offer:

Signature:
Name: Kiran C
Date of Joining: 25-08-2022

Tejas Networks Ltd.
Regd. Office: Plot No. 25, 5th Floor
J.P. Software Park, Electronic City Phase 1
Hosur Road, Bengaluru 560 100, India
Tel : +91- 80- 4179 4600/700/800
Fax: +91- 80- 2852 0201

TEJAS® NETWORKS

Annexure A

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic Salary	264000	22000
House Rent Allowance	105600	8800
LTA	48000	4000
Internet Allowance	6000	500
Other Allowance	56016	4668
Total A	**479616**	**39968**
Gratuity	12696	1058
Employer Provident Fund	31680	2640
Total B	**523992**	**43666**
Total Gross	**523992**	**43666**
Welfare Benefit		
Medical Insurance Coverage	26004	2167
Total CTC	**549996**	**45833**

Tejas offers a compelling benefits package which includes medical insurance for family, personal accident insurance and statutory term insurance.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 10-Dec-2021 Ref: 1639113569572-12-2021

Apoorva K,
DSU, Bangalore

Dear **Apoorva K,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **7,00,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **50,000/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **01-Jun-2022**

Please note: If your date of joining is later than 01-Jun-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Apoorva K

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer's contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Annual Variable Pay* (C)	**50,000**	
Cost to Company [D=A+B+C]	**7,00,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Dated: 10-Dec-2021 Ref: 1639113569569-12-2021

Apoorva Murgod,
DSU, Bangalore

Dear **Apoorva Murgod,**

Subject: Offer Letter

We are very pleased to offer you a full-time employment with our Company Thoucentric Technology Private Limited in a **Consulting Role**.
We hope your association with us will be challenging and rewarding. We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Engagement & Term:

The confirmation of the employment shall be subject to satisfactory performance of the Employee and subject to compliance of the terms and conditions of this offer during the **probation period** which will be for a period of **60 Days** from the date of joining, or such longer period as shall be extended by the Company in its sole discretion. During the end of the probation period there will be an evaluation of the Employee's performance and if the performance is found satisfactory the Employee will receive a letter of confirmation from the Company and will be deemed as a confirmed employee. The period of probation can be extended further or dispensed with earlier, at the discretion of the management of the Company.

2. Emoluments & Perquisites

Your total Cost to Company (CTC) will be **7,00,000/-** per annum of which fixed remuneration including gratuity will be **INR.6,50,000/-**per annum and annual performance bonus will be **50,000/-**. The salary structure is described in the Salary Stack-Up Sheet. Salary for each month will be credited on the first week of the next month.
Your salary is personal and confidential information. You should discuss it only with your HR or any of the Directors.

3. Working Hours

Thoucentric is a result-oriented Company. The official working hours are between 09:00 am and 6:00 pm. However, you may be required to work flexible hours depending on client and/or management requirement. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

4. Leave

The Company leave benefits include:

a. Earned leave of 15 days per calendar year.

b. Sick/Casual leave on a need basis subject to a maximum of 12 days in a calendar year. After completion of 4 (four) years in the Company, the sick / casual leave will increase to 16 days a calendar year.

c. Ten national & festival holidays every calendar year. A list of these would be announced every year.

d. Maternity leave is as per the Maternity Benefit Act, 26 weeks and Paternity leave of seven days, both subject to a maximum of two children.

5. What we expect from you

a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

c. As part of your duties and as may be required, you shall travel outside of the Company's premises on terms prescribed by the Company. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

d. You will disclose your directorships, trusteeships, or other personal appointments held by you. You will consult and inform Thoucentric's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Company's policy on Directorship assessment within 15 days of your joining Thoucentric. You will further notify or obtain prior approvals as applicable from Risk Management team for any changes in the appointments that you may hold in the future.

6. Termination

We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice or on payment of two month's salary (in full) in lieu of the same. However, in the event of wilful neglect of your duties,

breach of trust, gross indiscipline, performance issues or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

The continuation of your employment will also depend upon the validity of the background verification that will be carried out on your joining or anytime during your tenure with the organisation.

In case you leave the organization within one year of joining, all expenses incurred by the Company on your joining and relocation to Bangalore would have to be reimbursed by you. This would include travel, hotel accommodation and any associated expenses with relocation, if incurred by the Company on your behalf.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again a very warm welcome to you.

If this offer of employment is acceptable to you, please sign a copy of this letter and return it to us within 2 days. We look forward to having you join our team.

Yours sincerely,
For **Thoucentric Technology Private Limited**

Neelakshi Kotnis

Founder & Director

I accept your offer of employment and am ready to join as per the date mentioned in the letter. No oral commitments have been made concerning my employment.

My joining date will be: **01-Jun-2022**

Please note: If your date of joining is later than 01-Jun-2022 – the offer stands cancelled automatically.

Signature Date:

Enclosures: Annexure 1 - Salary Stack-Up Sheet; Annexure 2 – Allowances & Benefits; Annexure 3 – Documents on the first day

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 1 Salary Stack-Up Sheet

Apoorva Murgod

Head	Annual (INR)	Monthly (INR)
Basic	2,23,733	18,644
House Rent Allowance (40% of Basic)	89,493	7,457
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Special Allowance	2,38,564	19,880
Meals vouchers	26,400	2,200
Employer’s contribution to PF	26,848	2,237
Gross (A)	**6,39,238**	53,269
Gratuity (B)	**10,762**	
Annual Variable Pay* (C)	**50,000**	
Cost to Company [D=A+B+C]	**7,00,000**	
The Monthly deductions includes Employee's PF, Employer's PF, Income tax & Professional Tax		
Monthly Deductions	**Amount in INR**	**Remarks**
Employer's PF Contribution	2,237	
Employee's PF Contribution	2,237	
Employer's ESIC Contribution	NA	
Employee's ESIC Contribution	NA	
Professional Tax	200	As per the State PT Rules
Income Tax	-	Based on Team member's IT Declaration
Total Deductions	4,674	
Take Home Salary	**48,595**	Before income tax deduction

Note:

***The Variable pay-out is annual, based on individual and company performance, applicable as per Thoucentric policy. The employee should be in the active payroll of the company during the payout of Performance bonus.**

Actual take-home will depend on the tax planning done by the employee.

Annexure 2 Allowances & Benefits

You will be entitled to allowances such as HRA, Conveyance Allowance, Medical Allowance/Reimbursement and other benefits as given below:

HRA (House Rent Allowance)

You are eligible for HRA of 40% of your Basic Salary. Exemptions can be claimed on the same by submitting rent receipts and rental agreement to the Finance Department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Finance Department.

Conveyance Allowance

Conveyance and medical Allowance are exempted with standard deduction of INR. 50,000/- per annum with effect from April 2018.

Annual Varialbe Pay

Annual Variable Pay will be paid as per the Annual Variable Pay policy and is based on company performance and individual performance and will be paid with the salaries of March. The employee should be in the active payroll of the company during the payout of Annual Variable Pay.

Insurance (This is over and above the CTC)

1. **Medical Insurance**: You will be covered under medical insurance with sum assured limit of INR.5,00,000/- per annum with you and five (5) family members covered: your spouse, two children and parents (2) – with 15% co-pay for the parental claim.
2. **Term Life Insurance**: You will be covered under term life insurance with sum assured of five times of your annual CTC capped at 1Cr.
3. **Employee Deposit Linked Insurance** (EDLI): You will be covered under EDLI (life insurance) of up to 6 Lakhs.
4. **Workmen Compensation Insurance**: You will be covered under Workmen compensation insurance for fatality or disability (partial or total) as per the company policy.

Mobile expense:

The Company will pay for the post-paid CUG mobile bill worth **INR.1000**/- per month - This is over and above your CTC.

Thoucentric Technology Private Limited
4th Floor, The Hive, VR-Bengaluru,
Plot No.11B, Survey No. 40/9, Dyvasandra Village,
KR Puram Hobli, Bengaluru - 560048

www.thoucentric.com
www.linkedin.com/company/thoucentric
www.facebook.com/thoucentric

Annexure 3

On the day of joining, kindly bring one copy each of the documents below:

1. Relieving Certificate from previous employer (In Original)
2. Copy of Birth Certificate / School Leaving Certificate / SSC Certificate
3. Photocopy of all marks cards
4. Photocopy of Degree / Post Graduate Degree passing certificate (copy of both sides wherever applicable)
5. Last Pay Slip drawn
6. Form 16 (pertaining to Tax Deducted at Source) from the previous employer
7. An updated CV (If different from the one submitted during interview)
8. Proof of identity (Photocopies of 1st, 2nd & last page of passport/ driving license/ voter's ID card/ college exam admit card/ ration card)
9. Six recent passport size Photographs on a white/ light colour background
10. If already a member of a Provident Fund (PF) Scheme with previous employer, then:-
    - Employer's name
    - Dates of joining and leaving service with them
    - Name and address of the PF Trust or the Regional Provident Fund
    - Personal PF account No